

Patrick Williams
Court Services Administrator

Jeff Hall
Chief Juvenile Officer

Garla Mills
Director of Residential Services

Misty Goings
Detention Superintendent

Wendy Potter
Director of Clerical Services



STATE OF MISSOURI

Second Judicial Circuit
Juvenile Division
www.juvenilecircuit2.org

Russell E. Steele
Presiding Circuit Judge

Adair County
1400 South Boundary
Kirkville, MO 63501
660-665-4224

Knox County
P.O. Box 116
Edina, MO 63537
660-397-3559

Lewis County
P.O. Box 117
Monticello, MO 63457
573-767-5210

Job Announcement

A070215SEC-55 & A070215SEC-56

Position: Part-Time Detention Aide I/ Secure Detention Unit - 2 positions

Description: The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill the positions of Part-Time Detention Aide I at the Bruce Normile Juvenile Justice Center, Kirkville, MO. Duties will include but not limited to the responsibility for safety, personal conduct, and care of juveniles. An employee in this position will be expected to work efficiently and with diverse populations. This position will be required to work 20 hours per week and be available to work varying hours during the week and weekend.

Salary/Wages: Probationary pay of \$12,516.00 annually, \$12,702.00 annually following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Detention Aide I and all applicable state benefits will apply.

Qualifications: Position requires High School education, GED or equivalent with one year of previous experience in the direct care and interaction with children such as YMCA, daycare, schools, recreational facilities or residential care programs.

Application: Applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirkville, MO 63501. Applications may also be obtained from www.juvenilecircuit2.org. Applications should be accompanied by a resume and will be accepted until Wednesday, July 15, 2015 at 5:00 PM.

The Second Judicial Circuit Court of Missouri is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the court will provide reasonable accommodations to qualified individuals with disabilities.

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Job Announcement

A070215FS-54
2nd Judicial Circuit
Juvenile Division

Position: Knox and Lewis County Deputy Juvenile Officer/Community and School Liaison

Description: An employee in this position is vested with statutory authority of a Juvenile Court Officer to take charge of children who come within the jurisdiction of the Juvenile Court. An employee in this position is expected to exercise supervision over juveniles under the Court's jurisdiction and to work with a high degree of independence. This person will assist school personnel in administering and enforcing the Safe Schools Act and delivering diversionary programs throughout Knox and Lewis County. Further, this position includes regular on-call responsibilities for the Circuit.

Salary: Salary ranges from 32,628.00 to 36,888.00. This is a grant funded county position and all applicable county benefits will apply.

Qualifications: Position requires graduation from a four year college or university with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related field. Professional employment in a public or private agency involving substantial amount of time (over 50%) in the delivery of protective services to families, adults, children or the aged may be substituted on a year basis for the required education. A candidate with two years or more experience as a Juvenile Officer I or equivalent may be eligible for a higher starting wage.

Application: Applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, MO 63501. Applications may also be obtained from www.juvenilecircuit2.org. Applications should be accompanied by a resume and will be accepted until Friday, July 24, 2015 at 5:00 PM.

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