

POSITION ANNOUNCEMENT

Deputy Juvenile Officer – Court Services (Full Time)

- **This is a full-time position with the 11th Judicial Circuit Family Court – Juvenile Division (St. Charles County Juvenile Justice Center) at 1700 S. River Road, St. Charles, MO 63303.**
- **This is a county – paid position.**

Starting Salary:

- **\$41,790 (with benefits)**

Purpose of Position:

Processes cases of juveniles referred to the Court due to child abuse/neglect, status offense and law violation. Case processing includes conducting investigations, attending court hearings and presenting recommendations, supervising juveniles and facilitating one or more court programs and/or services. The position works under the direction of one of the Unit supervisor.

Essential Duties and Responsibilities:

The following duties are normal for this position and require minimal supervision in their completion. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Screens referrals made to the juvenile division which allege child abuse/neglect, delinquency and/or status offense conduct by juveniles and determines the most appropriate course of action.
- Processes referrals informally or formally in accordance with court practice.
- Attends all court proceedings, including but not limited to: protective custody, detention, first return, adjudication, disposition, review, permanency, motion to modify and termination of parental rights for those juveniles assigned.
- Conducts pre-dispositional investigation into background of juvenile and reports findings in a written report to the court with a recommendation of disposition.
- Provides testimony or other evidence as required by the hearing and makes recommendations for legal and physical custody, as well as appropriate services to be provided to the juvenile and family members.
- Prepares, completes and maintains the appropriate documentation maintained in the Juvenile Office social file.
- Enters/corrects data in the juvenile automated tracking system (JIS).
- Provides supervision and facilitates such other services as necessary and/or appropriate for juvenile under formal jurisdiction of court and their respective caseload.
- Maintains contact with the other individuals involved with the case, including the juvenile, parent, legal custodian, physical custodian and any other individual deemed appropriate, including, but not limited to DYS workers, CD workers and counselors/therapists involved with the case.
- In disposing of a referral, completes juvenile risk and/or needs assessment and determines the appropriate disposition and available service options.
- Responds to inquiries from law enforcement, schools and others, e.g. service providers, as permitted by law.
- Provides assistance in the development of more services/programs for juveniles and families referred to the Court.
- Provides assistance with facilitating one or more services/programs for juveniles under court jurisdiction, i.e. tracks juveniles assigned to service/program, schedules sessions, coordinates with service providers, etc.
- Attends community meetings as a representative of the Juvenile Office and relays information to and from the Office and the community.
- Performs such other duties as assigned by the Family Court Administrator and/or Administrative Judge.

Minimum Training and Experience Required to Perform Essential Job Functions:

- Requires a Bachelor's degree in sociology or related field, such as Social work, Psychology, or Criminal Justice (Master's Preferred)
- Experience in the juvenile justice field preferred, in particular, a position related to secure custody or demonstrated skills in crisis intervention
- Average computer skills in data entry, word processing and modification of standardized forms as necessary.
- Excellent written and oral communication skills.
- Must have and maintain a valid Driver's license and satisfactory driving record.
- Must meet the minimum age requirement of 21 years.
- **Must reside in St. Charles County continuously throughout employment with the Juvenile Division.**

TO APPLY:

- An application may be found on the Employment Opportunities section of the Human Resources Page of the St. Charles County Website, www.sccmo.org
- All applications must be submitted, along with a resume', to the Juvenile Justice Center, 1700 S. River Road, 63303. Faxed or e-mailed applications will not be accepted.

To assure consideration, applications must be received by 5:00 pm on July 20, 2015

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.