

**Job Announcement
35th Judicial Circuit
Stoddard and Dunklin Counties**

Job Title: Chief Juvenile Officer

Location: Stoddard and Dunklin Counties

Definition of Work

This is highly responsible administrative and professional level work in the enforcement and administration of the juvenile justice activities for a judicial circuit within the State of Missouri. An employee in this position is vested with the statutory authority of a juvenile court officer to take charge of children who come within the jurisdiction of the juvenile or family court. An employee in this position is responsible for the daily operation and administration of a moderate sized juvenile office and/or detention center in a circuit, with supervision of 20-40 juvenile/family court staff. Work involves administration activities such as caseload management and distribution, administering staff disciplinary procedures, conducting performance evaluations and acting as chief public relations officer for the juvenile office and/or detention center. Work is performed under the direction of the Presiding Circuit Judge.

Required Minimum Education and Experience

(The following statement represents the minimum education and experience that will be used to determine qualifications of applicants, provided equivalent substitution will be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)

Graduation from a four year college with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related area and five years of experience as a Juvenile Officer or equivalent experience, of which two years must have been in a supervisory capacity; or one year experience as a Juvenile Officer IV.

Graduate level education may substitute for up two years of the required work experience.

STARTING SALARY: \$47,892.00 annually with state benefits

CLOSING DATE FOR RECEIVING RESUMES: October 6, 2015 at 4:00 p.m.

EMPLOYMENT START DATE: November 1, 2015

ADDRESS TO SEND COVER LETTERS AND RESUMES: Michael Davis, Chief Juvenile Officer, Post Office Box 50, Bloomfield, Missouri 63825

NO PHONE CALLS PLEASE

**THE THIRTY-FIFTH JUDICIAL CIRCUIT, DUNKLIN AND STODDARD COUNTY
ARE EQUAL OPPORTUNITY EMPLOYERS**