

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
Kirksville, 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 A102015FS-59

Position: Community Service/Restitution/Mentoring Coordinator/School Liaison

Description: The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill the position of Community Service/Restitution/Mentoring/School Liaison. 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 administrating and enforcing the Safe Schools Act and delivering diversionary programs such as but not limited to community service and mentoring within the schools and throughout the county.

Salary/Wages: Salary ranges from \$31,310.00 to \$36,204 commensurate with education and experience. This is a grant funded county position and all applicable county benefits will apply.

Required Education: Bachelors degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related field is preferred. Education and experience may be substituted on a year for year basis.

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 at www.juvenilecircuit2.org. Applications should be accompanied by a resume and will be accepted until Friday, November 6, 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.