

**POSITION ANNOUNCEMENT**  
**Supervisor – Court Services (x2)**  
**11<sup>th</sup> Judicial Circuit, Family Court – Juvenile Division**

The St. Charles County Juvenile Justice Center is accepting applications to fill two Supervisor – Court Services positions. These positions are with the 11<sup>th</sup> Judicial Circuit - Family Court.

**Starting Salary: \$58,668 (Pay Grade 210)**

- The Supervisor – Court Services is a full-time position that includes a full range of benefits including Paid Time Off, Extended Medical Leave, holidays, employee health, dental, life, disability and tuition assistance programs.

**Purpose of Position:**

- The position supervises a Court Services Unit of the Juvenile Division of the Family Court. The position supervises and directs the activities of the Court Staff assigned to the unit and is ultimately responsible for all work performed in the Unit. The position works under the direction of the Juvenile Officer/Family Court Administrator.

**Requirements:**

- The candidate must have a Master's Degree in Sociology or Social Work, Psychology, or Criminal Justice OR a related field; a minimum of five years' experience in the juvenile justice field, preferably from a professional position within the courts; thorough knowledge of the following: Missouri statutes, in particular, the Juvenile and Criminal Codes, Supreme Court Rules of Practice and Procedure for the Juvenile Court and local Court policies and procedures; current trends and philosophies in the area of Juvenile Justice, including JDAI and evidence-based practice; community resources; state agencies such as MO CD, MO DYS and MO DMH; the state's automated tracking system (JIS) and principles of management and supervision. *Supervisory experience is desired.*
- The candidate must also have average computer skills in data entry, word processing and modification of standardized forms as necessary; excellent written and oral communication skills; have and maintain a valid Driver's license and satisfactory driving record and must be at least 21 years of age.

**The Supervisor – Court Services must reside in St. Charles County continuously throughout employment with the Juvenile Division.**

**TO APPLY:** All applications must be submitted, along with a resume', in person at 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 the close of business, 5:00 pm, on February 19, 2016**

*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.*

**AN EQUAL OPPORTUNITY EMPLOYER**