

POSITION ANNOUNCEMENT
Deputy Juvenile Officer – Court Services (Full Time)

This is a full-time position with the St. Charles County Juvenile Office (11th Judicial Circuit). The position is funded by St. Charles County.

Starting Salary:

- **\$44,710 (with benefits)**

Purpose of Position:

Process referrals for juveniles referred to the Juvenile Office for child abuse/neglect, status offense and law violation. Processing includes conducting assessments/investigations, attending court hearings and presenting recommendations, supervising juveniles and facilitating one or more programs and/or services. The position works under the direction of a 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.

- Screen referrals made to the Juvenile Office which allege child abuse/neglect, delinquency and/or status offense and determine the most appropriate course of action.
- Attend all court proceedings for those juveniles assigned.
- Conduct pre-dispositional investigation into background of juvenile and reports findings in a written report to the court with a recommendation of disposition.
- Provide 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.
- Prepare, complete and maintain the appropriate documentation in the Juvenile Office social file.
- Enter/correct data in the automated tracking system (JIS).
- Maintain contact with the other individuals involved with the case, including the juvenile, parent, legal custodian, physical custodian and any other individual deemed appropriate.
- Complete juvenile risk and/or needs assessments and determine the appropriate available service options.
- Respond to inquiries from law enforcement, schools and others, e.g. service providers, as permitted by law.
- Attend community meetings as a representative of the Juvenile Office and relays information to and from the Office and the community.

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
- 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:

- All applications must be submitted, along with a resume', to the St. Charles County Juvenile Justice Center, 1700 S. River Road, St. Charles, MO 63303. Faxed or e-mailed applications will not be accepted.

To assure consideration, applications must be received by March 26, 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.