

JOB ANNOUNCEMENT
8TH JUDICIAL CIRCUIT
Carroll/Ray Counties

JOB TITLE: Juvenile Officer Class II

LOCATION: The 8th Judicial Circuit, which consists of Carroll and Ray Counties

DESCRIPTION OF DUTIES: This is a journey level professional position in the enforcement and administration of the Missouri juvenile justice system. 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. The position requires: Working with law enforcement, mental health professionals, Missouri Children's Division and schools. Preparing petitions, motions, social and court summaries and other reports for all juveniles on caseload. Supervise juveniles placed on probation. Assist law enforcement and Children's Division with investigations. This position does require on call duties.

MINIMUM QUALIFICATIONS: Applicant must be at least 21 years of age, having graduated from a four year college or university with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related field, and two years of experience as a Juvenile Officer I or equivalent. Applicant must be properly licensed to operate a motor vehicle, have a reliable form of transportation, and be properly insured. Competent communication skills are necessary. Must be proficient with computers.

APPLICATION PROCESS: Applicants may submit a cover letter, resume and references to Melissa.Phillips@courts.mo.gov or mail to the Ray County Juvenile Office, 100 W. Main, Ste. 36, Richmond, MO 64085. Resumes will be accepted until September 30, 2016.

The Eighth Circuit Juvenile Office provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.