



5TH JUDICIAL CIRCUIT JUVENILE OFFICE

LINDA MEYER, CHIEF JUVENILE OFFICER

411 JULES ST., BASEMENT OFFICE (3), ST. JOSEPH, MO 64501-1729
816-271-1421 FAX 816-271-1566

Juvenile Judges

Patrick K. Robb
Daniel F. Kellogg

Directors

Derek Conard
Daniel Sharp
Bundini Watkins

Attorney

Summer Duke

Community Engagement

Coordinator
Melisa Talbott

Juvenile Officers

Falepeau Atoe
Sean Barnett
Ann Becerra
Amanda Boerema
Janie Burke
Jennifer Dryer-Riley
Angela Fisher
Marcos Flores
Jerrri Glidewell
Kimber Jennings
Jessica Juhl
Monica Kindle
Karla Morgan
James Nash

Notice of Position Vacancy

Position Title: Deputy Juvenile Officer III

**Duty Station: 5th Circuit Juvenile Office, the Hon. Frank D. Connett, Jr.
Juvenile Justice Center**

Starting Salary: \$1,716 semi-monthly

Closing Date: March 29, 2017

Position Overview: The position is located in the 5th Circuit Juvenile Office, in Buchanan County, MO. This is responsible professional and supervisory level work in the enforcement and administration of the Missouri juvenile justice system. An employee in this position will serve as detention superintendent and is vested with the 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 must work with a high degree of independence. Work includes supervising staff within the detention center, supervising the daily operations of the detention center in accordance with The Standards of Operation of a Juvenile Detention Center, coordinating the Juvenile Detention Alternatives Initiative (JDAI), and on call twenty-four hours a day/seven days a week.

Examples of Work Performed: (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Oversees the administration of and supervises the daily operations of a juvenile detention center.

Develops and administers detention center policies and procedures in accordance with The Standards of Operation of a Juvenile Detention Center.

Responsible for the evaluation and discipline of assigned staff under the supervision and approval of the Chief Juvenile Officer.

Assigns, directs, supervises, and coordinates the work of detention personnel and participates in the hiring process of such personnel.

Coordinates and supervises the training of detention staff.

Prepares monthly, quarterly, and annual reports for JDAI, Department of Public Safety, and other agencies as requested.

Monitors data integrity in the data management system.

May assist in the preparation of financial data for assigned jurisdiction such as budget, payroll and grant applications and renewals.

Assists in serving juveniles, parent(s)/guardian(s), etc.

Ensures compliance with the Standards for Operation of a Juvenile Detention Facility and Missouri statutes.

Performs related work as required.

Knowledge, Skills and Abilities: (This job description does not include specific physical requirements necessary to perform the job, such as carrying, standing, and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

Considerable knowledge of Missouri statutes and laws regarding juvenile cases.

Considerable knowledge of juvenile courts and procedures.

Advanced knowledge of The Standards of Operation of a Juvenile Detention Center.

Considerable knowledge of the principles and practices of management and supervision.

Basic knowledge of personal computers and software.

Ability to apprehend and detain alleged juvenile offenders including the use of necessary physical force.

Ability to perform an assessment regarding the detainment of alleged juvenile offenders.

Ability to handle potentially hostile situations with a juvenile and family regarding a referral.

Ability to communicate effectively with staff and public.

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 or university with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related field, and three years experience as a Juvenile Officer II or equivalent.

To Apply: Submit resume, cover letter, and three professional references who shall submit letters of recommendation and be available for reference checks to: 5th Circuit Juvenile Office, c/o Linda Meyer, 411 Jules, St. Joseph, MO 64501.
EEOC