

POSITION AVAILABLE

Job Title: Official Court Reporter for the Presiding Judge of the 2nd Judicial Circuit

Salary: \$58,322.00 Annually

Location: 2nd Judicial Circuit (Adair, Knox, and Lewis counties)

Appointing Authority: Honorable Russell E. Steele, Presiding Judge

Effective date: October 1, 2019

Duties: Record and preserve all courtroom proceedings through acceptable verbatim recording method, such as machine shorthand or steno mask, under the direction of the presiding judge; transcribe records of proceedings and provide accurate transcripts to person or persons requesting the same within a reasonable amount of time, contingent upon payment of fees; perform courtroom duties, such as marking exhibits, and assist the judge as required. Although these examples are descriptive of duties, they are not exclusive and are subject to change at any time, with or without notice, and will vary at the discretion of the judge.

Qualifications: Qualified applicants must be: (a) a Missouri Certified Court Reporter (CCR), as provided by Rule 14 of the Missouri Supreme Court Rules, and must maintain certification and remain in good standing; (b) skilled in the operation of reporting equipment and general office equipment; (c) able to work independently and with initiative under minimal supervision; (d) highly accurate and detail oriented; (e) able to work under pressure and with interruptions; (f) able to adhere to strict procedures; (g) able to be non-judgmental and culturally sensitive; (h) be able to organize a variety of demands and prioritize competing tasks; (i) able to maintain accurate records; (j) able to follow both verbal and written instructions; (k) able to establish and maintain effective working relationships; (l) able to maintain confidential information; (m) able to professionally represent the Court and adhere to professional ethics.

Additional Information: This is a state position with state benefits. Court work hours will be Monday through Friday from 8:00 a.m. to 5:00 p.m. with additional work hours as required. Work performed for transcription purposes is not considered to be court work hours; court work hours are considered to be those in which a court reporter performs official work for the court or hours in which the judge requires the reporter's attendance at the workplace.

How to Apply: Send resume to Patrick Williams, 2nd Circuit Court Services Administrator, by email: Pat.P.Williams@courts.mo.gov

Closing Date: September 13, 2019

The 2nd Judicial Circuit is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the court will provide reasonable accommodations to qualified individuals with disabilities.

Patrick Williams
Court Services Administrator

Jeff Hall
Chief Juvenile Officer

Westley Seifert
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

A08292019-SEC171

- Position:** Full-Time Detention Aide I/ Secure Detention Unit
- Description:** The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill the position of Full-Time Detention Aide I at the Bruce Normile Juvenile Justice Center, Kirksville, MO. Duties will include but not limited to the responsibility for safety, personal conduct, and care of juveniles. An employee in this position will be expected to work efficiently and with diverse populations. Each position will be required to work 40 hours per week and be available to work varying hours during the week and weekend.
- Salary/Wages:** Probationary pay of \$24,744.00 annually, \$25,032.00 annually following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Detention Aide I and all applicable state benefits will apply.
- Qualifications:** Position requires High School education, GED or equivalent with one year of previous experience in the direct care and interaction with children such as YMCA, daycare, schools, recreational facilities or residential care programs.
- 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 from www.juvenilecircuit2.org. Applications should be accompanied by a resume and will be accepted until Friday, September 13, 2019 at 5:00 PM.

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Job Announcement

A08292019SEC-172; A08292019SEC-173; A09292019RES-174

Position: Part-Time Detention Aide I/(Secure 2 & Residential 1)

Description: The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill 3 positions of a Part-Time Detention Aide I at the Bruce Normile Juvenile Justice Center, Kirksville, MO. Duties will include but not limited to the responsibility for safety, personal conduct, and care of juveniles. An employee in this position will be expected to work efficiently and effectively with diverse populations.

Salary/Wages: Probationary pay of \$12,372.00 annually and \$12,516.00 following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Detention Aide I and all applicable state benefits will apply.

Qualifications: Position requires High School education, GED or equivalent with one year of previous experience in the direct care and interaction with children such as YMCA, daycare, schools, recreational facilities or residential care programs.

Application: Applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, Kirksville, MO 63501. Applications may also be obtained at www.juvenilecircuit2.org. Applications should be accompanied by resume and will be accepted until Friday, September 13, 2019 at 5:00 PM.

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