

James Hughes
Court Services Administrator

Jeff Hall
Chief Juvenile Officer

Garla Mills
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

A12102019RES-184

Position: Case Manager/Juvenile Officer II

Description: The Second Judicial Circuit, Juvenile Division is seeking applications to fill the position of Case Manager/Juvenile Officer II at the Normile Family Center. An employee in this position is expected to exercise supervision and deliver services to residents within the Normile Family Center. Hours vary, including nights and weekends.

Salary/Benefits: Probationary pay of \$36,924.00 annually and then \$37,548.00 annually following successful completion of 6 month probationary employment period. This position is regulated by Missouri State court classification of Juvenile Officer II and all applicable state benefits will apply.

Qualifications: Position requires graduation 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 or professional employment in a public or private agency involving substantial amount of time (over 50%) in the delivery of protective services to families, adults, children or the aged. 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.

Application: Applications may be obtained from and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, MO 63501, or online at www.juvenilecircuit2.org. Applications should be accompanied by a resume. The position will be open until filled. Priority will be given to applications received prior to 5:00 PM on Monday, December 23, 2019.

The Second Judicial Circuit of Missouri is an Equal Opportunity/Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the Circuit will provide reasonable accommodations to qualified individuals with disabilities.

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Job Announcement

A12102019SEC-185

- 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. The position will be open until filled. Priority will be given to applications received prior to 5:00 PM on Monday, December 23, 2019.

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