

James Hughes
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

A12202019RES-186

Position: Juvenile Officer IV/Director of Residential Services

Description: The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill the position of Juvenile Officer IV/Director of Residential Services at the Bruce Normile Juvenile Justice Center, Kirksville, MO. This is highly responsible professional and supervisory level work in the enforcement and administration of the juvenile justice activities for a judicial circuit within the State of Missouri. 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. An employee in this position is responsible for the overall operation and administration of a small juvenile office and/or detention center in a circuit, with supervision of less than 20 juvenile/family court staff. Work involves administrative activities such as caseload management and distribution, administering staff disciplinary procedures, conducting performance evaluations and acting as chief public relations officer for the juvenile office. Work is performed under the direction of a higher level juvenile officer or the judge of the juvenile or family court.

Salary/Wages: Probationary pay of \$46,548.00 annually and \$47,448.00 following successful completion of six month probationary employment period. This position is regulated by Missouri State Court classification of Juvenile Officer IV and all applicable state benefits will apply.

Qualifications: Position requires graduation from a four year college with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related area and five years of experience as a Juvenile Officer or equivalent experience, of which two years must have been in a supervisory capacity; or one year experience as a Juvenile Officer III. Graduate level education may substitute for up two years of the required work experience.

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. The position will be open until filled. Priority will be given to applications received prior to 5:00 PM on Friday, January 3, 2020.

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