

SEVENTEENTH JUDICIAL CIRCUIT OF MISSOURI
OFFICE OF THE JUVENILE OFFICER
CASS AND JOHNSON COUNTIES



Adam E. Thomas
CHIEF JUVENILE OFFICER

EMPLOYMENT OPPORTUNITY

The Seventeenth Judicial Circuit of Missouri – Office of the Juvenile Officer, Cass County Juvenile Center, has an immediate opening for Juvenile Administrative Support. This is a state paid full time position with benefits. The starting salary is \$26,928.00. Responsibilities include preparing legal documents and court orders, filing, answering phones, greeting clients, maintaining an office calendar and processing mail. A minimum of a high school diploma (or equivalent) and three years of clerical experience are required. Experience in a court or legal office setting is preferred. Regular work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Please forward a resume and three (3) professional references to Frances Bracken, Office Manager at the Cass County Juvenile Center, 2501 W. Mechanic Street, Suite 200, Harrisonville, MO 64701 or via email to Frances.Bracken@courts.mo.gov. Closing date for submissions: **July 1, 2019**.

The Seventeenth Judicial Circuit of Missouri – Office of the Juvenile Officer is an Equal Opportunity Employer.

CASS COUNTY JUVENILE CENTER

2501 W. Mechanic, Suite 200 Harrisonville, MO 64701
Telephone: (816) 380-8475 Facsimile: (816) 380-8490

JOHNSON COUNTY JUVENILE CENTER

101 W. Market, Suite 101 Warrensburg, MO 64093
Telephone: (660) 422-7418 Facsimile: (660) 422-7422

WEBSITE: www.Circuit17Kids.org

"Building strong families and capable children while ensuring justice in our community and community in our justice."

