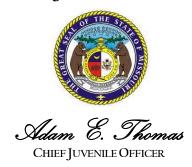
## SEVENTEENTH JUDICIAL CIRCUIT OF MISSOURI OFFICE OF THE JUVENILE OFFICER CASS AND JOHNSON COUNTIES



## **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 <a href="mailto:Frances.Bracken@courts.mo.gov">Frances.Bracken@courts.mo.gov</a>. Closing date for submissions: July 1, 2019.

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

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JOHNSON COUNTY JUVENILE CENTER

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

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