

## POSITION ANNOUNCEMENT

### Deputy Juvenile Officer – Court Services (Full Time)

This is a full-time position with the St. Charles County Juvenile Office (11th Judicial Circuit). The position is funded by St. Charles County.

**Starting Salary:** \$45,157.35 per year (with benefits)

#### **Purpose of Position:**

Process referrals for juveniles referred to the Juvenile Office for child abuse/neglect, status offense and law violation. Processing includes reviewing the referral for sufficiency, and presenting recommendations. The position works under the direction of a Unit Supervisor.

#### **Essential Duties and Responsibilities:**

**The following duties are normal for this position and require minimal supervision in their completion. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Screens referrals of delinquency and status offense conduct by juveniles and referrals of child abuse/neglect to determine legal sufficiency to investigate or cause further investigation of referral to determine whether legal sufficiency exists to proceed.
- Processes case informally or formally in accordance with Juvenile Office practice unless mitigating or exacerbating conditions suggest otherwise.
- Initiates informal processing by forwarding to the appropriate unit supervisor or formal court action by the filing of a petition or motion to modify.
- Prepares petition or motion to modify reflecting the appropriate charge(s) given the information provided by the referral source.
- Prepares order for court as required by hearing.
- Notifies supervisor when referral charge or referral history mandates a certification hearing or referral charge in conjunction with service history suggest certification may be appropriate course of action.
- Screens referral of delinquency/status offense conduct on juveniles detained who are subject to the court's prior and continuing jurisdiction and on their respective caseload to determine legal sufficiency to proceed and necessity to continue detention.
- Prepares application for order and order when continued detention is warranted and approaches court with request.
- Enters/corrects data in juvenile automated tracking system.
- In disposing of a referral, completes juvenile risk assessment and determines appropriate disposition in accordance therewith and available service options.
- Assists in the preparation of the disposition report or report return to advise referral source of action taken.
- Provides information to victim advocate of juvenile's act in accordance with state statute and court policy/procedures and, when possible, facilitates restitution.

- Responds to inquiries from law enforcement, schools and others, e.g. service providers, as permitted.
- Performs such other duties as assigned by the Unit Supervisor, Family Court Administrator, and/or Administrative Judge.
- Assumes custody of a juvenile as circumstances dictate. Transports juvenile in custody as needed.
- Authorizes detention or protective custody as circumstances dictate.
- Participates in the interview process of a juvenile suspected of violating the law by informing the juvenile of his constitutional rights and ascertaining a free and knowing waiver of same before permitting

**Minimum Training and Experience Required to Perform Essential Job Functions:**

- Education
  - Juris Doctorate, preferred.
  - Bachelor's Degree in Sociology, Criminology, or related field.
- Job Experience
  - 0-1 year of experience
  - Experience in the criminal or juvenile justice field preferred, in particular, a professional position within the courts.
- Knowledge, skills and abilities
  - Ability to prepare petitions, motions and other legal pleadings. Considerable knowledge of local court policies and procedures.
  - Requires considerable knowledge of Missouri statutes, in particular the Juvenile Code and the Criminal Code. Considerable knowledge of the Supreme Court Rules of Practice and Procedure in Juvenile Court.
  - Requires computer skills in data entry, word processing and modification of standardized forms as necessary. Excellent written and oral communication skills.

**TO APPLY:**

- Application may be obtained from the Human Resources page of the St. Charles County website
- All applications, along with a resume', must be submitted to the attention of Ken Simmons, Juvenile Officer, St. Charles County Juvenile Justice Center, 1700 S. River Road, St. Charles, MO 63303.
- Packet may be emailed to SCH.Juvenile@courts.mo.gov or faxed to (636)949-3028.

**\*To assure consideration, applications must be received by January 13<sup>th</sup>, 2019. \***

**RETURN TO APPLICANT PROCESS**

*St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol-free work place. A pre-employment drug screen is required for all positions.*