

POSITION ANNOUNCEMENT

Superintendent – Juvenile Justice Center

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: \$59,847.93 per year (with benefits)

Purpose of Position:

The purpose of the position is to supervise and direct the day-to-day operation of the Juvenile Justice Center; ensure that the Center always operates in a secure and safe manner; and provide support for Court Services as needed. This position works under the direction of the Family Court Administrator.

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.

- Inspects Center regularly and makes requests for maintenance as necessary.
- Supervises and directs the activities of the personnel assigned to the Center.
- Purchases supplies necessary for the day-to-day operation of the Center.
- Ensures that new personnel are properly oriented and trained in the operation of the Center in accordance with policy and procedures. Conducts new employee orientation.
- Provides guidance as appropriate/direction as necessary to personnel in the day-to-day operation of the Center.
- Schedules work roster and approves/makes modifications as necessary.
- Reviews time sheets and approves all overtime in accordance with Court policy/practice and Fair Labor Standards Act.
- Monitors resident files to ensure accuracy of information recorded therein.
- Enters/corrects data in juvenile automated tracking system.
- Processes grievances filed by residents and initiates action consistent with determination(s) made.
- Makes recommendations for training. Facilitates and schedules personnel for training.
- Coordinates detention and related needs of juveniles held for other jurisdictions.
- Trains personnel in interview practice and procedures in accordance with Court policy and procedures and interpretation of charge codes.
- Assists in the screening and selection of personnel for assignment to the Detention Center.
- Disciplines personnel under immediate direction as appropriate/necessary by counseling or written reprimand. Makes recommendation to Family Court Administrator for any additional disciplinary steps, including re-training that might be appropriate.

- Reviews Detention Intake Paperwork, including interview summaries, F-11's, Probable Cause Statements, Juvenile Detention Assessment Instrument (JDTA), and provides guidance as appropriate/direction as necessary to personnel under immediate direction.
- Reviews all instances when detention or protective custody is authorized by personnel under immediate direction.
- Schedules/facilitates transports of juveniles in custody.
- Makes recommendations to the Family Court Administrator for the efficient and effective operation of the Center.
- Responds to inquiries from parents, lawyers, others, e.g. school officials as necessary.
- In the absence of a fellow supervisor and the Family Court Administrator, provides guidance as appropriate/direction as necessary to staff in other Units of Court Services.
- Serves as the Court's representative on such state, regional and/or local committee(s) as assigned by the Family Court Administrator.
- Collates data quarterly reflecting the services provided by the Juvenile Justice Center.
- Completes annual performance appraisals for full-time employees.
- Works on-call and is available for contact from staff members on the Center after hours.

Minimum Training and Experience Required to Perform Essential Job Functions:

- Education
 - Bachelor's degree, Master's degree preferred
 - Sociology, social work, psychology, criminal justice or related field.
- Job Experience
 - 5 years of experience
 - Experience in the Juvenile Justice field, preferably from a professional position with the courts.
 - Supervisory experience desired.
 - An equal combination of education, experience, and/or training may be considered.
- Knowledge, skills and abilities
 - Requires ability to prepare petitions, motions and other legal pleadings. Thorough knowledge of Missouri statutes, in particular, the Juvenile Code and Criminal Code. Thorough knowledge of local Court policies and procedures.
 - Thorough knowledge of the Supreme Court Rules of Practice and Procedure for the Juvenile Court, in particular the standards for the operation of secure detention facilities.
 - Considerable knowledge of the principles of management and supervision.
 - Computer skills in data entry, word processing and modification of standardized forms as necessary.
 - Excellent written and oral communication skills.
 - Employment is contingent on successfully passing a full criminal background check.

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 October 4th, 2020

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 workplace. A pre-employment drug screen is required for all positions.