

Michelle Curry  
Court Services Administrator

Jeff Hall  
Chief Juvenile Officer

Stephanie Frasier  
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](http://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

A11102020CL-410

**Position:** Juvenile and Family Court Aide

**Description:** The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill the position of Juvenile and Family Court Aide. This position provides a variety of administrative and clerical duties to facilitate timely and accurate processing of cases related to juvenile and family court services and programs, such as child abuse/neglect, alcohol and drug abuse, domestic relations, alternative dispute resolution, offender classification, parent education and safe custody exchange. The work of an employee in this position requires a high degree of attention to detail, the ability to manage multiple tasks simultaneously and the ability to complete work within scheduled deadlines. Work is performed under the supervision of the Family Court Support Worker, circuit or associate circuit judges, commissioners, circuit clerks, or higher-level court personnel. Work is reviewed through conferences, reports and on the basis of results obtained.

**Salary/Wages:** Probationary pay of \$28,596.00 annually and \$28,944.00 annually following successful completion of 6 months probationary employment period. This position is regulated by Missouri State Court classification of Detention Aide I and all applicable state benefits will apply.

**Qualifications:** (The following statement represents the minimum education and experience which will be used to determine qualifications of applicants, provided equivalent substitution will be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)

Graduation from high school and three years of general clerical experience, one year of which must have been in court or law-related clerical work.

**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](http://www.juvenilecircuit2.org). Applications should be accompanied by resume and will be accepted until Tuesday, November 24, 2020 at 5:00 PM.

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