

# THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **December 29, 2020**

Job Title: **Deputy Juvenile Officer I**

Number of Positions Available: **1**

Full Time: **X** Part Time:

Temporary: Regular: **X**

Starting Annual Salary: **DJO I: \$35,734-\$36,449**

For the Office or Department of:

**13<sup>th</sup> Judicial Circuit Family Court  
Juvenile Division  
Boone County Courthouse  
705 E. Walnut  
Columbia, MO 65201**

Contact: **Ruth McCluskey**

Phone: **(573) 886-4200**

*Advise of Interest to:*

**Ruth McCluskey  
13<sup>th</sup> Judicial Circuit Family Court  
Juvenile Division  
Boone County Courthouse  
705 E. Walnut  
Columbia, MO 65201**

**Submit resumes/applications by 5:00 P.M., Friday January 24, 2020.**

**Applications are available at: <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>.**

**Submit resume and application forms electronically to:**

**[BNE-Jobs@courts.mo.gov](mailto:BNE-Jobs@courts.mo.gov). All items submitted by email MUST be in PDF format only.**

**Basic Function and Responsibility:** This is entry-level professional work in the enforcement and administration of the Missouri juvenile justice system. An employee in this position is vested with the statutory authority of a juvenile officer to take charge of children who come under the jurisdiction of the juvenile or family court. This position is expected to exercise supervision over juveniles under the court's jurisdiction. Employees in this class are expected to work with some degree of independence. Close supervision is received from and work is reviewed by a higher level Juvenile Officer.

**Characteristic Duties:** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Responds to on-call or daily referrals made by law enforcement agencies, schools or the Department of Social Services.

Detains juveniles who may be charged with criminal offenses; provides and explains legal rights to the alleged offender.

Places alleged and delinquent juveniles in local, regional or contracted detention centers.

Assists legal counsel in the preparation of petitions, motions, and other legal documents for all juveniles on caseload.

Prepares social summary investigations, process reports, assessment reports and all other reports as directed by the court for review and filing by legal counsel.

Reviews and disseminates all reports received by service providers, schools and law enforcement or other investigative agencies.

Schedules pre-court staffing between Department of Social Services, juvenile office, interested parties, and attorneys; and notifies all persons involved.

Supervises juveniles placed on supervision by establishing guidelines and completion requirements for supervision agreements and community service.

Recommends and monitors supervision case plan including regular onsite visits to the juvenile's school and home.

Coordinates and manages all juvenile treatment services determined by the supervision plan and the risk and needs assessment.

Conducts informal adjustment conferences with juvenile and parents to discuss rights of juvenile and alternative methods than formal charges and court.

Conducts formal conferences with juvenile and parent to discuss formal charges brought against juvenile and to advise juvenile of rights.

Works with law enforcement agencies of juvenile cases.

Works with the Department of Social Services on severe physical or sexual abuse and neglect juvenile cases.

Takes custody of juveniles who are victims of abuse or neglect for placement in alternative care.

Maintains a professional working relationship with juveniles, families, the community, law enforcement, local schools and agency officials.

Represents the juvenile court system at community meetings and participates with regard to the juvenile's custody, treatment or other services.

Makes recommendations to the juvenile court based on evidence, client history and statutory requirements.

Works with contracted attorneys in juvenile cases.

Ensures notices and summons have been issued and properly served.

Reports service provision, case status and outcomes and monitors caseload, referrals and case management standards through a state approved electronic information gathering system in a timely manner.

Performs related work as required.

**Knowledge, Skills, and Abilities:** (This job description does not include specific physical requirements necessary to perform the job, such as carrying, standing, and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

Basic knowledge of juvenile courts and procedures.

Basic knowledge of community resources

Basic knowledge of roles and responsibilities of child serving agencies

Basic awareness of local and national trends in juvenile justice and child welfare.

Basic knowledge of statutes and laws regarding juvenile cases.

Basic knowledge of personal computers and software.

Ability to detain alleged juvenile offenders including the use of necessary physical force.

Ability to assist legal counsel in the preparation of motions, petitions and other legal documents for each juvenile on caseload.

Ability to assist legal counsel in the preparation of cases and make recommendations to the juvenile court.

Ability to communicate effectively with staff and public.

Ability to handle potentially hostile situations with a juvenile and family regarding a referral.

Ability to make critical decisions regarding the removal of children from their home for placement in alternative care.

Ability to work an on-call shift as periodically scheduled.

### **Physical Demands**

Position requires continuous standing, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, and moderate wrist torque to twist equipment knobs and dials; Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet. Must possess vision

to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

### **Work Environment**

This job operates in a professional office environment. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities. May be exposed to irate individuals and be responsible for talking with upset litigants. Employees may be exposed to evidence and testimony that may be disturbing, such as photographs of violent scenes and victims and or sexually explicit material; and the public who may potentially be verbally or physically abusive, allergens, such as perfumes and dust; and unpleasant odors, such as unwashed clothing.

### **Minimum Qualifications:**

Graduation from a four year college or university with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work, or related field.

An applicant with two years of experience as Deputy Juvenile Officer I or equivalent may be considered for Deputy Juvenile Officer II position.

Review of applications/resumes will be based on information as it appears on the application.

EOE & in Compliance with ADA