

THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **February 22, 2021**

Job Title: **Part Time Program Assistant**

Number of Positions Available: **1**

Full Time: Part Time: **X**

Temporary: Regular: **X**

Starting Annual Salary: **\$10.50 hour**

For the Office or Department of:

**13th Judicial Circuit Family Court
Juvenile Division
2800 Cardinal Drive, Ste A
Fulton, MO 65251**

Contact: **Kirsten Lange-Kerns**

Phone: **(573) 826-2844**

This position is county funded.

Advise of Interest to:

**Kirsten Lange-Kerns
13th Judicial Circuit Family Court
Juvenile Division
2800 Cardinal Dr., Ste A
P O Box 465
Fulton, MO 65251**

Applications are available electronically at: <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>. or in person at Callaway County Juvenile Office, 2800 Cardinal Drive, Ste A, Fulton, Missouri 65251. Completed applications may be submitted electronically in PDF format to CWY-Jobs-Juvenile@courts.mo.gov or returned to Callaway County Juvenile Office, P. O. Box 465, Fulton, Missouri 65251 prior to being considered for this position. Applications must be received by 5:00 PM, March 12, 2021 or until position is filled.

Definition of Work:

This is a Callaway County non-benefited position. Positions available for 15 – 25 hours per week. This is a County funded position. Seeking highly motivated individuals to assist Deputy Juvenile Officers, Legal Counsel, and/or Clerical with supervising, monitoring, and transporting juveniles; supervising programs and community service projects; facilitating court; scanning documents; and answering phones.

Physical Demands

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is routinely required to work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in picking or pinching actions; frequently required to lift and/or move up to 30 pounds; occasionally required to exert up to 50 pounds of

force; and is occasionally required to maintain body equilibrium while bending at the waist or at the knees. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Potential problems may exist with juveniles who do not follow the rules and are subject to sanctions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous situations, which may involve physically violent or mentally or emotionally disturbed persons. The employee may occasionally be required to work outside normal business hours.

Required Minimum Education and Experience

Applicants must be a high school graduate or equivalent plus 1 year of responsible work experience or 2 years of general college work. Computer skills required. All applicants must have a valid driver's license and be 21 years of age. Applicants for employment must meet the applicable requirements of the federal Immigration and Nationality Act, and any applicable residence requirements established by state law.

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

EOE & in Compliance with ADA