

34th JUDICIAL CIRCUIT

DEPUTY JUVENILE OFFICER

(Juvenile Officer I or II, depending on qualifications.)

LOCATION: The 34th Judicial Circuit consists of New Madrid and Pemiscot Counties.

STARTING SALARY: \$34,272.00 (JO I) or \$38,028.00 (JO II) Dependent upon experience & qualifications.

DESCRIPTION OF DUTIES: 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 court. This position is expected to exercise supervision over juveniles under the court's jurisdiction and should be able to work with a high degree of independence. The employee will possess the ability to prepare motions, petitions, reports and other legal documents for each juvenile on caseload. The ability to communicate effectively with staff and public in addition to the ability to handle potentially hostile situations with a juvenile and family regarding a referral are essential. Duty assignments, department assignments and changes in assignments are at the discretion of the supervisors. On-call assignments will be frequently required.

MINIMUM QUALIFICATIONS: Applicant must be at least 21 years of age having satisfactorily completed four years of college education with major degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work, or related field or professional employment in a public or private agency involving substantial amount of time (over 50% time) in the delivery of protective services to families, adults, children or the aged may be substituted on a year for year basis for the required education. Applicant must be properly licensed to operate a motor vehicle, have reliable transportation and be properly insured. Competent communication skills are necessary.

The above statement represents the minimum education and experience that 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.

APPLICATION PROCESS: Submit a resume and cover letter to the Pemiscot County Juvenile Office, Attn: Diedra Ashley, 610 Ward Avenue, Caruthersville, MO 63830 or to diedra.ashley@courts.mo.gov. Telephone: 573-333-4081. You may be contacted by letter or telephone for an interview appointment.

The 34th Judicial Circuit is an Equal Opportunity Employer.

APPLICATION DEADLINE: July 30, 2021