

POSITION ANNOUNCEMENT
JUVENILE OFFICER / FAMILY COURT ADMINISTRATOR
ST. CHARLES COUNTY FAMILY COURT SERVICES

This is a full-time position with the St. Charles County Family Court – Juvenile Division (11th Judicial Circuit). This is a county-paid position.

Starting Salary:

- **\$78,232.37 per year (with benefits)**

Job Description:

Performs duties specified by statute, duties essential to the administration of Court Services/Detention and duties that enhance the professional operation of Court Services/Detention. The position works under the direction of the Presiding Judge of the Family Court and serves at the pleasure of the Court En Banc.

- Oversees the screening of referrals of delinquency, status offense, and/or child abuse/neglect received for juveniles subject to the Court's jurisdiction to determine legal sufficiency to proceed.
- Directs the overall operation of Family Court Services and Juvenile Justice Center through intermediate supervisors and specialists, either as employees or consultants.
- Develops policy and procedures consistent with the Missouri State Statutes, Missouri Supreme Court Rules, Missouri Juvenile Officer Performance Standards, local Court Rules, and the policies and procedures of the Juvenile Office. Revises policy and procedures as appropriate.
- Provides guidance in the application of the Missouri State Statutes, Missouri Supreme Court Rules, Missouri Juvenile Officer Performance Standards, local Court Rules, and the policies and procedures of the Juvenile Office.
- Reviews proposed legislation and/or rules and provides comment, as appropriate.
- Has supervisory responsibility for determining discretionary actions.
- Reviews and decides action in cases for certification of cases and is responsible for case management of mandatory certifications.
- Serves as the official liaison between the Juvenile Office, Juvenile Court and the public; in particular, the news media, elected officials, law enforcement, directors of county departments and/or agencies, multi – disciplinary team, and school administrators.
- Develops personnel policy consistent with applicable law, county practice, best practice, and the Circuit Court's desire to provide a healthy and professional work environment.
- Recruits, screens, and selects candidates for professional positions or advancement within the Juvenile Office.

- Authors job description when a new position is created and assigns/re-assigns duties and/or responsibilities as appropriate. Reviews and revises as appropriate.
- Disciplines personnel as appropriate/necessary by counseling, written reprimand, suspension or termination. Reviews disciplinary action by unit supervisors.
- Authorizes payroll. Verifies the record of all accumulated leave. Authorizes overtime.
- Authorizes and develops training as appropriate.
- Maintains all personnel records. Responds to complaints and/or inquiries as appropriate.
- Prepares the annual budget and presents same to the Court En Banc for its review and approval. Defends budget as necessary to County Executive and/or County Council. Administers approved budget by the purchase of goods and/or services in accordance therewith.
- Completes and monitors all Juvenile Office grants to enhance services, secure personnel or expand operations as appropriate. Administers grant(s) if approved consisting of but not limited to implementation, expenditure of funds and reporting requirements. Completes monthly reimbursements.
- Negotiates contract(s) for professional services as needed.
- Develops/approves program and/or service parameters and related forms as necessary.
- Directs the maintenance of all Juvenile Office records.
- Collates data reflecting the services offered by the Juvenile Office and Juvenile Court.
- Performs such other duties as assigned by the Presiding Judge.

Minimum Training and Experience Required to Perform Essential Job Functions:

Must reside in St. Charles County

Education

- Requires a Master's degree in sociology or related field. Preferred optional fields include: social work, psychology, criminal justice.

Experience

- Requires a minimum of ten years' experience in the juvenile justice field, preferably from a position within the courts.
- Supervisory experience required.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.

Knowledge, Skills, & Abilities

- Thorough knowledge of Missouri statutes, in particular the Juvenile Code, criminal code, child abuse/neglect, permanency planning and interstate compacts; and, Supreme Court Rules, in particular the rules of practice and procedure in Juvenile Court and detention standards.
- Thorough knowledge of local Court policies and procedures.

- Thorough knowledge of the principles of management and supervision.
- Knowledge of JIS.
- Employment is contingent on successfully passing a full criminal background check.

For Questions or additional information, contact the St. Charles County Juvenile Justice Center at (636)949-3040.

TO APPLY: All applications must be submitted only through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed or print applications.

To assure consideration, applications must be received by November 17th, 2021

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.