

# 13<sup>TH</sup> JUDICIAL CIRCUIT COURT

## Callaway County Juvenile Office



### JUVENILE OFFICER III – Supervisor

Fulton, MO

**Starting wage is \$45,648 annually with option of a pay increase after a 6-month successful probationary period.**

**The salary for a current state employee transferring will be taken into consideration**

We are looking for an energetic person to serve as Supervisor of the Callaway County Juvenile Office. An employee in this position is vested with the statutory authority of a juvenile court officer to take charge of children who come within the jurisdiction of the juvenile or family court. An employee in this position is to work with a high degree of independence. Work includes supervising the daily operations of five full-time juvenile court staff, under the assigned authority and general supervision of a higher-level Juvenile Officer. This position has rotating on-call responsibilities.

This job can be difficult at times and requires patience and hard work, but it is extremely rewarding. We will provide all the training you will need to be successful (at no cost to you).

If you're looking for an opportunity to make a difference in the lives of young people and a job you can turn into a long-term career, then consider joining our team at the Callaway County Juvenile Office. Staff of the Callaway County Juvenile Office will be moving into the newly built Justice Center in early 2023. We offer great benefits!

#### **As a Missouri State Paid Employee, you will have the following benefits:**

- ❖ Health Insurance
- ❖ Dental Insurance
- ❖ Vision Insurance
- ❖ Missouri State Retirement System
- ❖ Cafeteria Plan
- ❖ Life Insurance
- ❖ Paid Time Off
- ❖ 14 Paid Holidays per year

#### **Position Responsibilities:**

- Responsible for the evaluation and discipline of assigned staff under the supervision and approval of the Chief Juvenile Officer.

- Reviews the case files of Deputy Juvenile Officers to ensure cases are in compliance with applicable statutes and court procedures.
- Assist in the preparation of financial data for assigned jurisdiction such as budget, payroll and grant applications and renewals.
- 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.
- Assists law enforcement agencies in the investigation of juvenile cases.
- Assists the Department of Social Services in the investigation of severe physical or sexual abuse and neglect.
- 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 legal counsel to adjudicate contested cases before the juvenile court.
- 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.

- Must be 21 years of age.
- Graduation from a four-year college or university.
- Three years' experience as a Juvenile Officer II or equivalent.
- Be free from illegal drugs
- Clean background check

**To Apply:**

Applications are available electronically 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.

You may also mail or hand deliver resumes and applications to:

Ruth McCluskey, 13<sup>th</sup> Judicial Circuit Family Court, Juvenile Division  
Boone County Courthouse, 705 East Walnut, Columbia, Missouri 65201

Applications must be received by 5:00 PM, June 24, 2022 or until positions are filled.

EOE & in Compliance with ADA