

*Seventeenth Judicial Circuit of Missouri
Office of the Juvenile Officer*

*Adam E. Thomas
Chief Juvenile Officer*

EMPLOYMENT OPPORTUNITY

The Juvenile Officer of the Seventeenth Judicial Circuit of Missouri has an opening in the Cass County Juvenile Center for a Juvenile Administrative Support. The position is full-time, state paid with state paid benefits. The starting pay is \$33,692.16 annually with a 2% increase after successful completion of a six-month probationary period. Regular work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Responsibilities include preparing legal documents and court orders, filing, answering phones, greeting clients, maintaining an office calendar, and processing mail.

Minimum Qualifications: Graduation from high school and two years secretarial or general clerical experience is required. Provided equivalent substitution will be permitted in case of deficiencies of either experience or education. Applicants must be at least 21 years of age, have a clean driving record, and submit to a background check.

Please forward a resume and three professional references to Frances Bracken, Office Manager, at the Cass County Juvenile Center, 2501 West Mechanic Street, Suite 200, Harrisonville, Missouri 64701 or by email to Frances.Bracken@courts.mo.gov by February 25, 2023.

The Juvenile Officer of the Seventeenth Judicial Circuit of Missouri is an Equal Opportunity Employer.

Cass County Juvenile Center
2501 W. Mechanic, Suite 200
Harrisonville, Missouri 64701
Phone: (816) 380-8475
Facsimile: (816) 380-8490
Email: Cass.JO@courts.mo.gov



Johnson County Juvenile Center
101 W. Market, Suite 101
Warrensburg, Missouri 64093
Phone: (660) 422-7418
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