

Assistant Court Administrator/Chief Juvenile Officer

The 22nd Judicial Circuit-Juvenile Division seeks applicants for the Assistant Court Administrator/Chief Juvenile Officer position. Candidates must have a master's degree in business administration, public administration or a juris doctorate from an accredited law school as required in Local Court Rule 100.11.2, from a nationally accredited college or university and a minimum of five to eight years of full-time paid experience in progressively responsible administrative, operational, program, or staff management work; including experience in personnel management and supervision, budgeting and procurement. In addition to the graduate degree, the appointee must have a master's degree in social work, criminal justice, administration of justice, public administration, business administration, court management, a related field, or a law degree, pursuant to Local Court Rule 100.8.16, and an undergraduate degree in sociology or a related field, or four years or more experience in social work with juveniles in juvenile probation or child protection or a similar environment pursuant to section 211.361(2) RSMO. Starting salary is \$112,294. Must be at least 21 years of age. Please email resumes to: necole.smith@courts.mo.gov. See www.stlcitycircuitcourt.com and click on Employment Opportunities for complete job description. EOE

TWENTY-SECOND JUDICIAL CIRCUIT COURT

JOB DESCRIPTION

DEPARTMENT: Court Administrator's Office (#311)

CLASS TITLE: Assistant Court Administrator/Chief Juvenile Officer

CLASS DEFINITION: Under the general direction of the Court Administrator, performs work of considerable difficulty in performing broad and highly complex administrative, managerial and program development and coordination work of the Court. Has specific responsibilities at the Family Court where the appointee exercises considerable latitude in assisting in the formulation, development and implementation of Court policies, procedures and guidelines concerning personnel, fiscal, and administrative decisions. The incumbent also performs the duties of the chief juvenile officer and must comply with the directives found in Missouri Statute, Missouri Supreme Court Rule and Court Operating Rules, Local Court Rules, Missouri Standards for the Operation of a Secure Detention Facility and the Missouri Juvenile Officer Performance Standards.

ESSENTIAL JOB DUTIES:

- Manage the day-to-day operations of the Juvenile Division to include the supervision of the Division Department Managers, and the Training and Compliance Coordinator.
- Assist in the formulation, development, and implementation of Court policies, procedures and guidelines concerning personnel, program and fiscal administration.
- Perform the duties of the chief juvenile officer as required by statute, rule and performance standards.

- Furnish the court with investigations, assistance and recommendations in the best interest of the child as the Court may require, and keep a record regarding the information through the supervision of staff.
- Ensure appropriate supervision of juveniles under the jurisdiction of the court for both formal and informal supervision.
- Incorporate direct diversion protocol where appropriate into department procedure.
- Supervise and ensure that training is provided for deputy juvenile officer staff assigned to the special services and child protection departments, and the Intake and Adoption Units to ensure compliance with the Juvenile Officer Performance Standards.
- Develop policies and programs to ensure sound casework practices for protection and rehabilitation of the child and the protection of the community in compliance with the mission of the Court, Statutes, Rules and Performance Standards.
- Administer the Detention Center through the office of the Superintendent to ensure compliance with the Missouri Standards for the Operation of a Secure Detention Facility, as well as implementation of the Courts mission and value statements and those of the Juvenile Detention Alternatives Initiative.
- Implement the Courts mission and vision statement to provide diversity in the workplace and a justice system characterized by inclusiveness, equality, fairness, integrity, independence, accountability, public trust and confidence.
- Confer with the Court Administrator on matters of policy and procedures and relay these to appropriate offices.
- Handle specific assignments and meetings for the Court Administrator for any department of the court.
- Prepare and answer correspondence and serve as a representative for the Court Administrator to City departments and public and private agencies.
- Prepare initial draft documents related to the corrective action, disciplinary action, termination, and grievance process for the Court Administrator.
- Ensure hiring and promotion recommendations are consistent with Court policy and procedure and state and federal law.
- Work with Facilities Management to maintain a clean and well-maintained workplace environment, and Information Systems to maintain up-to-date technology.
- Develop, plan and assist in direction of major services of the Court, including client services, personnel and fiscal management, budget analysis and preparation, procurement, public relations and program development and evaluation.
- May act for the Court Administrator in his/her absence.

- Ensure a timely response and compliance with various audits affecting the Family Court, including PREA, JOPS, Detention Standards, REJIS, DPS, Internal Audit Division, etc.
- Participate in Court and other professional local and state committees.
- Oversee the Family Services and Justice Fund and ensure it is spent appropriately.
- Coordinate with various local, state and non-profit agencies, including the Office of State Courts Administrator, Children's Division, Division of Youth Services, Department of Mental Health, Mental Health Board, Public Defender, private attorneys, CASA, Sheriff and Circuit Clerk, City agencies and law enforcement, relating to Court matters.
- Oversee grants, protocols, agreements and Memoranda of Understanding affecting the Court.
- Develop requests for proposal, analyze resulting bids, and prepare and monitor contracts.
- Perform other related duties as required.
- Regular and prompt attendance is considered an essential function of this position.

KNOWLEDGE SKILLS AND ABILITIES:

- Comprehensive knowledge of program functions in areas of assignment.
- Considerable knowledge of the principles, practices, methods and techniques of administration involving such issues as fiscal management, budget development and control, organization, personnel, purchasing, employee relations, and training.
- Considerable familiarity with personnel matters such as FMLA, ADA, FLSA, prevention of discrimination in employment, worker's compensation, union law and practice, etc.
- Considerable knowledge of program analysis techniques.
- Comprehensive skill in managing and performing a broad range of administrative functions.
- Considerable skill in analyzing administrative and operational problems and in developing solutions.
- Considerable skill in planning, scheduling and coordinating a variety of programs and activities.
- Considerable skill in communicating effectively, both verbally and in writing.
- Considerable skill in managing upper level employees.

- Considerable knowledge of Missouri Statutes and Rules, Local Court Rules, the Juvenile Officer Performance Standards and the Missouri Standards for Operation of a Secure Detention Facility that impact the position.

MINIMUM QUALIFICATIONS AND REQUIREMENTS: A master's degree in business administration, public administration or a juris doctorate from an accredited law school as required in Local Court Rule 100.11.2, from a nationally accredited college or university and a minimum of five to eight years of full-time paid experience in progressively responsible administrative, operational, program, or staff management work; including experience in personnel management and supervision, budgeting and procurement. In addition to the graduate degree, the appointee must have a master's degree in social work, criminal justice, administration of justice, public administration, business administration, court management, a related field, or a law degree, pursuant to Local Court Rule 100.8.16, and an undergraduate degree in sociology or a related field, or four years or more experience in social work with juveniles in juvenile probation or child protection or a similar environment pursuant to section 211.361(2) RSMO. Must be at least 21 years of age.