

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



## Chief Juvenile Officer – 13<sup>th</sup> Circuit

**Full Time – Benefited**

**Starting Salary - \$56,722** annually with the potential of a pay increase after a 6-month successful probationary period. It should be noted the salary is negotiable pursuant to Court Operating Rule 7.D.2.1(d), (e) & (f).

We are looking for a highly responsible and professional individual with experience in supervisory level work in the enforcement and administration of the juvenile justice activities for a judicial circuit within the State of Missouri. 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 responsible for the overall operation and administration of a two-county circuit. Work involves administrative activities such as caseload management and distribution, administering staff disciplinary procedures, conducting performance evaluations and acting as chief public relations officer for the juvenile office. Work is performed under the general supervision of the court administrator and is reviewed through conferences and written reports.

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

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| ❖ Health Insurance                          | ❖ Deferred Compensation Match up to \$75/Mo |
| ❖ Dental Insurance                          | ❖ Cafeteria Plan                            |
| ❖ Vision Insurance                          | ❖ Life Insurance                            |
| ❖ Missouri State Retirement System (MOSERS) | ❖ Paid Time Off                             |
|   | ❖ 14 Paid Holidays per Year                 |

### Examples of Work Performed

These examples do not cover all of the work which may be performed as part of this position.

- Supervisory duties such as established expectations, checks work product, provides training, conducts performance evaluations, coaches and guides staff, participates in the hiring and personnel actions of staff, and administers personnel policies and procedures.
- Develops and insures implementation of a graduated sanctions grid.
- Reviews the case files of Deputy Juvenile Officers to ensure cases are in compliance with applicable statutes and court procedures.

- Prepares financial data for assigned jurisdiction such as budget, payroll and grant applications and renewals.
- Represents the juvenile office at community meetings and participates with regard to the juvenile's custody, treatment or other services for juveniles in the community.
- Makes recommendations to the juvenile court based on evidence, client history and statutory requirements.
- Works with attorneys to adjudicate contested cases before the juvenile court.
- Monitors compliance with statutes, Supreme Court rules, court operating rules, Juvenile Officer Performance Standards, and other applicable laws, regulations and policies of the juvenile office.
- May participate in state appointed committee and group work.
- Maintains working relationship with local school officials to monitor educational progress of juvenile on probation.

The ideal candidate would have extensive knowledge of Missouri statutes and laws regarding juvenile cases, juvenile courts and procedures, principles and practices of management and supervision, knowledge of personal computers and software, the ability to apprehend and detain alleged juvenile offenders including the use of necessary physical force and to handle potentially hostile situations with a juvenile and family regarding a referral. Other skills needed are the ability to prepare motions, petitions and other legal documents for each juvenile on caseload, to present cases and make recommendations to the juvenile court and the ability to communicate effectively with staff and public.

### **Required Minimum Education and Experience**

Graduation from a four-year college with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related area and three years of experience as a Juvenile Officer, of which one year must have been in a supervisory capacity or one year experience as a Juvenile Officer III. Graduate level education may substitute for up two years of the required work experience.

### **To Apply:**

**Applications are available electronically at:**

<http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>

Or

Completed applications may be submitted electronically in PDF format to [BNE-Jobs@courts.mo.gov](mailto:BNE-Jobs@courts.mo.gov) or returned to the Boone County Courthouse, Attn: Cindy Garrett, 705 East Walnut, Columbia, Missouri 65201. Applications will be accepted through August 8, 2024.

**EOE & in Compliance with ADA**