

## **Chief Deputy Juvenile Officer-Special Services**

The 22<sup>nd</sup> Judicial Circuit-Juvenile Division seeks an applicant for a Chief Deputy Juvenile Officer-Special Services. Candidates must possess a Master's Degree from an accredited school in Social Work, Criminal Justice, Administration of Justice, Public Administration, Business Administration, Court Management, a related field or a law degree. Thorough knowledge of Social Work practices and trends as they relate to the provision of services to families. Thorough knowledge of community resources in terms of other social programs and placement resources. Knowledge of the juvenile code and Missouri Supreme Court rules. Considerable knowledge of state agency organizations such as the Missouri Children's Division and Division of Youth Services. Skills in planning, developing, managing and evaluating programs. Knowledge of program implementation and program management. Skill in writing program policies and procedures. Considerable organizational skills. Considerable skill in delegating and ensuring timely completion of goals and objectives. Prefer a minimum of four to seven years of experience in employee supervision and program management. Prefer experience in writing, implementing and monitoring grants and other programs. Must maintain vehicle insurance on a personal vehicle at all times. Must be at least 21 years of age. Starting salary is \$90,662. Please email resumes to [necole.smith@courts.mo.gov](mailto:necole.smith@courts.mo.gov). For a complete job description, see [www.stlcitycircuitcourt.com](http://www.stlcitycircuitcourt.com) and click on Employment Opportunities. EOE

### **TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI FAMILY COURT – JUVENILE DIVISION**

#### **JOB DESCRIPTION**

**DEPARTMENT:** Special Services (320)

**CLASS TITLE:** Chief Deputy Juvenile Officer – Special Services

**SALARY RANGE:** \$90,662 - \$141,622

**REPORTS TO:** Assistant Court Administrator/Chief Juvenile Officer

**CLASS DEFINITION:** Under general direction of the Assistant Court Administrator/Chief Juvenile Officer. Manage the provision of client services for the Family Court including the comprehensive study unit, field supervision units, community justice project, grants, special programs, night-watch, psychological services and other staff as assigned. The Chief Deputy Juvenile Officer also assists the Juvenile Officer in the day-to-day administration, direction, management, policy development and supervision, as needed, and may substitute in the absence of the juvenile officer. Monitors and directs some division-wide grant programs and service contracts. The incumbent is responsible for the development and management of new programs and ensuring the quality of ongoing programs as needed to serve clients either directly or through delegation within the department. Responsible for implementing the mission of the court, in keeping with restorative justice principles in the Special Services department and the development and maintenance of sound casework practices with the goal of ensuring maximum benefit for clients and community within the scope of available resources.

## **JOB DUTIES:**

- Manage supervisors assigned to various units in the department and other direct reports.
- Supervise numerous Family Court programs assigned to the department including the psychological services unit and corresponding mental health board partnership.
- Use coaching techniques in the management and performance evaluation of staff who directly report to the Chief Deputy Juvenile Officer.
- Supervise the submission of grant proposals as related to the department needs and division needs where appropriate.
- Implement grant programs and maintain grant documents, records and evaluation components.
- Act as a liaison with universities to implement programs with graduate or other students.
- Create forms, program documentation and maintain records for each program.
- Develop, implement and evaluate programs as needed for department success.
- Collaborate with external agencies as needed and promote cooperative relationships with state and local social service agencies, institutions, law enforcement agencies, and the community.
- Review and process where appropriate Applications for Discharge from Court Jurisdiction.
- Preparation and submission of the monthly department statistical report and creation of new reports as needed for effective department management.
- Plan, coordinate and schedule supervisory meetings, conferences, etc., as needed.
- Plan, coordinate and prepare for meetings with outside agencies, such as the police department, Office of Violence Prevention and System of Care.
- Plan, coordinate and prepare for quarterly Residential Team Meetings
- Make recommendations to the Chief Juvenile Officer regarding management and supervision of the department.
- Develop and ensure compliance with proper social work practices, by providing training to staff to ensure compliance with the Juvenile Office Performance Standards.
- Train supervisory personnel and ensure meaningful training of other department personnel.

- Attend department head meetings.
- Participate in the hiring process as needed.
- May supervise programs or units directly.
- Enforce departmental compliance with policies and procedures of the Court Administrator.
- Assist the Court Administrator and the Assistant Court Administrator/Chief Juvenile Officer in the development and implementation of management policy.
- Utilize JIS, Lotus Notes, Show Me Courts and Microsoft Office on a regular basis to enhance the management of the department.
- Apply case-flow management principles to assure timely disposition of referrals.
- Plan, organize, and direct programs to provide juvenile services in accordance with court rules, local ordinances, federal and state laws, administrative rules and policies.
- Oversee and monitor case management activities, records, and information relevant to the juvenile court information system.
- Prepare departmental budget requests and monitor spending to stay within budget.
- Collaborate with external agencies as needed and promote cooperative relationships with state and local social service agencies, institutions, law enforcement agencies, and the community.
- Respond to requests for information from other courts and community agencies.
- Manage requests for Courtesy Supervision and assist with requests for Transfer of Jurisdiction.
- Submit departmental budget requests, as needed
- Regular and prompt attendance is considered an essential function of this position.
- Other duties as may be assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of Social Work practices and trends as they relate to the provision of services to families. Thorough knowledge of community resources in terms of other social programs and placement resources available to juveniles. Knowledge of juvenile code and Missouri Supreme Court rules. Considerable knowledge of state agency organizations such as the Missouri Children's Division and Division of Youth Services. Considerable knowledge in communicating effectively both verbally and in writing. Considerable skill in utilizing computer technology to enhance the work of the department.

Skills in planning, developing, managing and evaluating programs. Knowledge of program implementation and program management. Skill in writing program policies and procedures. Considerable organizational skills. Considerable skill in delegating and ensuring timely completion of goals and objectives.

**MINIMUM QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:** Must possess 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. The Master's Degree or law degree must be from a school accredited in the chosen field. Prefer a minimum of two years experience in coordinating programs. Prefer a minimum of four to seven years of experience in employee supervision and program management. Prefer experience in writing, implementing and monitoring grants and other programs. Must maintain vehicle insurance on a personal vehicle at all times. EOE

August, 2024