

POSITION ANNOUNCEMENT

The 43rd JUDICIAL CIRCUIT COURT (Caldwell, Clinton, Daviess, DeKalb, & Livingston Counties) is seeking highly qualified applicants for the position of Chief Juvenile Officer.

Position classification: Juvenile Officer IV, fulltime, salary (state paid), with benefits.

Starting Salary - \$52,443.00 annually, with the potential of a pay increase after a 6-month successful probationary period. Salary may be negotiable pursuant to Court Operating Rule 7.D.2.1(d), (e) & (f).

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

- Health Insurance
- Dental Insurance
- Vision Insurance
- Missouri State Retirement System (MOSERS)
- Paid Time Off
- Deferred Compensation Match up to \$75/mo
- Cafeteria Plan
- Life Insurance
- Paid Holidays

We are recruiting to fill a Juvenile Officer IV position to perform highly responsible professional and supervisory level work in the enforcement and administration of the juvenile justice activities for the 43rd 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 court. An employee in this position is responsible for the overall operation and administration of a juvenile office in a jurisdiction of five counties with supervision of less than 20 juvenile court staff. 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.

Examples of Work Performed

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

- Supervisory duties including establishing expectations, checking work product, providing training, conducting performance evaluations, coaching and guiding staff, participating in the hiring and termination of staff and other personnel actions with staff, and administration of personnel policies and procedures.
- Prepares financial data for assigned jurisdiction such as budget, payroll and grant applications and renewals.

- Reviews the case files of Deputy Juvenile Officers to ensure cases are in compliance with applicable statutes and court procedures.
- Develops and insures implementation of a graduated sanctions grid.
- 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 cases before the juvenile court and ensure the on-going process time frames of cases are met on behalf of the court and client.
- 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 assist in the detainment of 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 proposed legal documents such as motions, petitions, orders, notices, affidavits, etc. under guidance of an attorney, 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. Additional experience above the minimum stated may be substituted on a year for year basis for the required education.

To Apply:

Applications are being accepted through the MO Careers website, <https://mocareers.mo.gov/>. Please search for Juvenile Officer IV to find the listing under Missouri Courts with a location of Hamilton, MO. Inquiries regarding the position or other ways to apply should be direct to Susan.Davis@courts.mo.gov or Ryan.Horsman@courts.mo.gov.

Application as being accepted until October 19, 2024.

The 43rd Circuit Juvenile Court/Juvenile Office is an Equal Opportunity Employer.