

All applicants must complete an application to be considered - those submitting resumes only will not be considered.

16th Judicial Circuit of Missouri

Vacant Position

Date: 1/15/2026

Posting No.: JR102246

Position Title: Juvenile Probation Officer - Juvenile Position No.: P-11835
Assessment Center

Department: Assessment and Development

Work Location: 501 East 27th Street - Kansas City MO

Work Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday

Salary: County Paid Position - Non-exempt Grade C-109 - \$20.18 - \$25.22 Hourly

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS APPLY IN WORKDAY (The internal application for promotion/transfer may be obtained)

Employment Specialist: **LaTasha Winn**. Applicants for clerical positions which require skill testing must be tested for consideration.

Applications must be received by Human Resources no later than 5:00 p.m. on 1/28/2026

Basic Function and Responsibility:

To provide counseling and coordinate services designed to meet the habilitative and rehabilitative needs of youth and their families which is accomplished through casework techniques, such as assessment, treatment development, counseling, and direct supervision.

Appointing Authority and Supervision Received:

The deputy court administrator of family court is the appointing authority. The juvenile probation officer receives direct supervision by the assistant manager of the juvenile assessment center.

Supervision Exercised:

None.

Characteristic and Assigned Duties: (The following duties are representative of the position and do not include all duties which may be performed.)

- Assess and determine the habilitative and rehabilitative needs of youth and families through various methods, such as personal interviews, case history investigation and review, psychological tests and evaluations, and consultation with professional sources.
- Formulate and implement a course of action, which will serve to effectively modify attitudes and behavior patterns and develop and stabilize personal, social, and emotional adjustment skills.
- Counsel with youth and families on an individual and group basis to assist in recognizing in understanding and overcoming problems through varied approaches.
- Maintain regular and frequent contact with youth to provide supervision and monitor behavior and progress to ensure a constructive response to treatment and service.
- Implement changes to modify treatment and service to best achieve established goals.
- Compile, organize, and update case history files for an accurate representation of youth and family background, behavior, and other relative information.
- Utilize outside resources for protective or supportive services to youth and families.
- Transport youth and make the home, school, and other field visits in personal or Court vehicle.
- Attends court and makes recommendations regarding youth.
- Consistently ensure compliance with court orders.
- May perform public speaking.
- Attend and participate in various work-related meetings and training.
- May work directly with school officials and staff regarding at-risk youth.
- Performs other duties as required.

Knowledge, Skills, and Abilities: (This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

- Knowledge of various counseling and treatment modalities.
- Knowledge of adolescent behavior.
- Patience and ability to relate positively to youth and families from a variety of cultural economic and ethnic backgrounds.
- Ability to supervise, motivate and counsel adolescents with behavioral problems, and their families.

- Ability to formulate and implement appropriate treatment plans.
- Ability to communicate effectively, both orally and in writing, and to prepare clear, complete, and logical reports.
- Ability to establish and maintain effective working relationships.
- Ability to organize and prioritize responsibilities.
- Ability to project a positive role model.
- Ability to operate a vehicle safely and prudently.

MINIMUM EDUCATION AND EXPERIENCE:

Minimum Qualifications: (Equivalent combination of relevant education and experience may be substituted on a year-for-year basis, provided a high school diploma or GED has been obtained.)

Bachelor's degree in a related field plus some experience in the same or closely related field. Experience can be from internships, practicums, or employment and must have required the use of social work or psychological principles and techniques to effect behavioral change.

Special Requirements:

- Must have valid driver's license from state of residence, and provide proof of such.
- Must have liability insurance and a properly licensed/reliable vehicle, and provide proof of such.

Necessary Special Requirement:

All candidates selected for employment will be subject to background screenings as part of the hiring process. Certain positions may also require additional checks, including but not limited to education verification, child abuse and neglect clearances, drug screenings, and physical assessments, as applicable to the responsibilities of the role.

EQUAL OPPORTUNITY EMPLOYER