

42nd Judicial Circuit

Job Title:

Deputy Juvenile Officer (Juvenile Officer I or II, depending on qualifications)

Salary Range:

\$31,800.00 (JO I) or \$35,340 (JO II) annually (Dependent upon experience and qualifications)

Location:

The 42nd Circuit consists of Crawford, Dent, Iron, Wayne and Reynolds Counties.

Duties:

Knowledge of juvenile courts and procedures. Knowledge of statutes and laws regarding juvenile cases. Knowledge of personal computers and software. Ability to apprehend and detain alleged juvenile offenders. Ability to prepare motions, petitions and other legal documents for each juvenile on caseload. Ability to prepare and present cases and make recommendations to the juvenile court. Ability to communicate effectively with staff and public. Ability to handle potentially hostile situations with a juvenile and family regarding a referral. Duty assignments, department assignments and changes in assignments are at the discretion of the supervisors. On-call assignments are included.

Qualifications:

Applicant must be at least 21 years of age having satisfactorily completed four years of college education with major degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work, or related field or professional employment in a public or private agency involving substantial amount of time (over 50% time) in the delivery of protective services to families, adults, children or the aged may be substituted on a year for year basis for the required education. Applicant must be properly licensed to operate a motor vehicle, have reliable transportation and be properly insured. Competent communication skills are necessary. Applicant for Juvenile Officer II must have two years experience as a Juvenile Officer I or equivalent.

The above statement represents the minimum education and experience that will be used to determine qualifications of applicants, provided equivalent substitution will be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted on a year for year basis for the required general experience. Experience above the minimum stated may be substituted on a year for year basis for the required education.

Additional Information:

This position is a Grant funded position (not a state paid position).

How to Apply:

Submit a resume and cover letter to the **Forty-second Judicial Circuit/Juvenile Division, PO Box 859, Steelville, MO 65565. Telephone: 573-775-2787.** You may be contacted by letter or telephone for an interview appointment.

Closing Date: November 20, 2013

*The 42nd Judicial Circuit is an Equal Opportunity Employer.
In compliance with the Americans with Disabilities Act, the court will provide
reasonable accommodations to qualified individuals with disabilities.*