



County of Greene, Missouri

Employment Vacancy Announcement

September 25, 2013

Greene County Family Court - Juvenile Division

Deputy Juvenile Officer - Law/Status Violations

Full Time

\$15.68 hourly

The Greene County Juvenile Division is seeking a qualified candidate for the position of Deputy Juvenile Officer - Law/Status Violations Unit. Conducts investigations involving delinquency and status offenders and makes recommendations regarding case disposition with consideration to all alternative dispositions and community resources. Work is performed under immediate supervision by Delinquency/Status Offense supervisor and general supervision of Chief Juvenile Officer.

Essential Duties and Responsibilities:

Conducts investigations involving delinquency and status offenses, administers risk/needs assessment and mental health screening instrument, and makes recommendations for formal or informal case disposition, when to utilize secure detention or alternatives, and makes other appropriate case disposition recommendations. Interview suspects, witnesses and victims. Assist with preparing petitions, motions, summons, subpoenas, and court orders. Prepares complex investigative reports, summaries for court hearings, and other court documents as needed and on a timely required basis. Prepare and assist in presenting cases for Juvenile Court and other related court proceedings. Provide oral and written recommendation to the court and testify when required. Refer juveniles and families to appropriate community resources. Maintain and entry of current and timely case documentation in MO State Justice Information System (JIS) case management system. Exhibit outstanding communication & interpersonal skills, in particular, verbal and written communication skills; demonstrate ability to handle and process sensitive situations and confidential information with discretion; demonstrate poise, tact, diplomacy and good judgment. Follow instructions and respond to management directions; take responsibility for own actions, volunteers readily, exhibits sound and accurate judgment at all times, applies feedback to improve performance; monitor own work to ensure quality and accuracy. Demonstrate effective time management skills and ability to prioritize work load. Is consistently at work on time. Work effectively with other units in Juvenile Division. Duties and responsibilities may be changed, expanded, reduced, or deleted to meet the business needs of Greene County Family Court - Juvenile Division.

Minimum Experience and Training Qualifications:

Must possess a Bachelor's degree from an accredited four year University/College with a major in the Behavioral Science Field including Criminal Justice, Sociology, Psychology, Education or Related Professional Discipline. Master's Degree preferred. Prior experience with juveniles in Juvenile Office Services, a plus. Verification of educational degree required prior to start of work. Possession of a valid State of MO operator's license required. Proven excellent computer proficiency utilizing Microsoft Word and/or Excel required.

A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.

Special Requirements:

All applicants for the position of Deputy Juvenile Officer will be required to undergo a complete background check and post-offer screening for the presence of illegal drugs as a condition of employment.

How to apply:

For full consideration qualified candidates MUST complete and provide: (1) completed application; (2) resume; and (3) letter of interest to the Greene County Human Resources Office, 940 N. Boonville, Rm. 314, Springfield, MO 65802, or fax to 417-868-4811. Candidates who fail to submit all three documents at time of application will not be given consideration. Deadline to Apply: Position open until filled.

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.