

# THIRTEENTH JUDICIAL CIRCUIT COURT BOONE COUNTY, MISSOURI JOB ANNOUNCEMENT

Announcement Date: October 28, 2020

Position: **Part Time Program Assistants**

Reports to: Supervisor

Position Status: Part Time

**State**        **X County**

Exemption Status: Non Exempt

Starting Salary Range: **\$10.24 hour**

For the Office or Department of:

**13<sup>th</sup> Judicial Circuit Court  
Robert L. Perry Juvenile Justice Center  
5665 N. Roger I. Wilson Memorial Drive  
Columbia, MO 65202**

Phone: **(573) 886-4450**

*You may obtain a job application online at: <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm> and e-mail your application and resume (optional) to BNE-Jobs-JJC@courts.mo.gov. You may obtain and submit your application and resume (optional) at: Robert L. Perry Juvenile Justice Center, 5665 N. Roger I. Wilson Memorial Drive, Columbia, Missouri 65202. Items must be received by 5:00 PM, November 12, 2020 or until position is filled. APPLICATION MUST BE SUBMITTED IN PDF FORMAT PRIOR TO BEING CONSIDERED FOR THIS POSITION.*

## **Definition of Work:**

Several positions available. Seeking highly motivated individuals to supervise, monitor and transport juveniles, as well as work occasional overnight shifts to assist with performing fifteen minute visual checks, laundry, filing, meal preparation and monitoring of residents. Hours vary and are flexible as this is a 24 hour facility. Schedule can be discussed at interview.

## **Physical Demands**

While performing the duties of this job, the employee is frequently required to walk; sit; and talk; or hear. The employee is routinely required to work with the hand or hands in handling, seizing, holding, or grasping motions with the fingers in picking or pinching actions; frequently required to lift and/or move up to 30 pounds and occasionally required to exert up to 50 pounds of force; is occasionally required to maintain body equilibrium while bending at the waist or at the knees. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and distance vision. The employee must be able to assist in the physical restraint of a combative minor within the center.

## **Environment Work**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Detention/jail conditions. Potential problems may exist with juveniles who do not follow the rules and are subject to sanctions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous situations, which may involve physically violent or mentally or emotionally disturbed persons. The employee is required to work outside normal business hours. Must abide by Detention Standards.

**Required Minimum Education and Experience**

Must be a High School Graduate or equivalent, plus 1 year responsible work experience, or 2 years of general college work. Must have valid driver's license. 21 years of age.

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EOE & in Compliance with ADA