

13TH JUDICIAL CIRCUIT COURT

**Boone County Juvenile Office
Boone County Courthouse, Columbia, MO**



Program Assistant – Part Time

Starting wage is \$15.18 per hour with the potential of a pay increase after a 6-month.

We are looking for a dedicated person to serve as a Program Assistant to the Boone County Juvenile Office. This position assists Deputy Juvenile Officers, Legal Counsel, and/or Clerical staff with various tasks such as supervising, monitoring, and transporting juveniles; supervising programs and community service projects; and facilitating court, scanning documents, and answering phones.

Hours and responsibilities vary in this position. We are willing to work with your schedule and provide training. This position may be scheduled for 5 to 20 hours per week between 8:00 a.m. and 5:00 p.m. Monday - Friday.

If you're looking for an opportunity to make a difference in the lives of young people and a part-time job that offers flexibility with the potential to turn into a long-term career, then consider joining our team.

Minimum Qualifications:

- Must be 21 years of age.
- Valid driver's license.
- High school education, GED, or equivalent plus one year responsible work experience or two years general college work.
- Be free from illegal drugs.
- Clean background check.

To Apply:

Applications are available electronically at:

<http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>

Completed applications may be submitted electronically in PDF format to BNE-Jobs-Juvenile@courts.mo.gov or returned to the Boone County Juvenile Office at the Boone County Courthouse, Attn: Angie Bezoni, 705 East Walnut, Columbia, Missouri 65201.

EOE & in Compliance with ADA