

# 13<sup>TH</sup> JUDICIAL CIRCUIT COURT

## Boone County Juvenile Office

Boone County Courthouse, Columbia, MO

Deputy Juvenile Officer I/II

**Positions available: 1 Full-time/benefited**



Starting wage is \$38,319 – \$43,105 annually with potential of a pay increase after a 6-month successful probationary period.

We are looking for a dedicated person to serve as Deputy Juvenile Officer I for the Boone County Juvenile Office. This rewarding position is entry-level professional work in the enforcement and administration of the Missouri juvenile justice system. An employee in this position is vested with the statutory authority of a juvenile officer to take charge of children who come under the jurisdiction of the juvenile or family court. This position is expected to exercise supervision over juveniles under the court's jurisdiction.

If you are looking for an opportunity to make a difference in the lives of young people and a job you can turn into a long-term career, then consider joining our team at the Boone County Juvenile Office. We offer great benefits!

As a **Missouri State** Paid Employee, you will have the following benefits:

- |                    |   |
|--------------------|---|
| ❖ Health Insurance | ❖ 14 Paid Holidays per Year                 |
| ❖ Dental Insurance | ❖ Missouri State Retirement System (MOSERS) |
| ❖ Vision Insurance | ❖ Deferred Compensation Match up to \$75/Mo |
| ❖ Life Insurance   |   |
| ❖ Cafeteria Plan   |   |
| ❖ Paid Time Off    |   |

### Position Responsibilities:

- Responds to on-call or daily referrals made by law enforcement agencies, schools, or the Department of Social Services.
- Detains juveniles who may be charged with criminal offenses; provides and explains legal rights to the alleged offender.
- Places alleged and delinquent juveniles in local, regional or contracted detention centers.
- Assists legal counsel in the preparation of petitions, motions, or other legal documents.
- Prepares social summary investigations, progress reports, assessment reports and all other reports as directed by the court for review and filing by legal counsel.
- Reviews and disseminates all reports received by service providers, schools and law enforcement or other investigative agencies.
- Schedules pre-court staffing between Department of Social Services, juvenile office, interested parties, and attorneys; and notifies all persons involved.

- Supervises juveniles placed on supervision by establishing guidelines and completion requirements for supervision agreements and community service.
- Recommends and monitors supervision case plan including regular onsite visits to the juvenile's school and home.
- Coordinates and manages all juvenile treatment services determined by the supervision plan and the risk and needs assessment.
- Conducts informal adjustment conferences with juvenile and parents to discuss rights of juvenile and alternate methods than formal charges and court.
- Conducts formal conferences with juvenile and parent to discuss formal charges brought against juvenile and to advise juvenile of rights.
- Works with law enforcement agencies in juvenile cases.
- Works with the Department of Social Services on severe physical or sexual abuse and neglect cases.
- Takes custody of juveniles who are victims of child abuse or neglect for placement in alternative care.
- Maintains a professional working relationship with juveniles, families, the community, law enforcement, local schools and agency officials.
- Represents the juvenile court system at community meetings and participates with regard to the juvenile's custody, treatment or other services.
- Makes recommendations to the juvenile court based on evidence, client history and statutory requirements.
- Work with contracted attorneys in juvenile cases.
- Ensures notices and summons have been issued and properly served.

**Minimum Qualifications:**

- Must be 21 years of age.
- Valid driver's license
- Graduation from a four-year college or university.
- An applicant with two years of experience as a Deputy Juvenile Officer I or equivalent may be considered for Deputy Juvenile Officer II position.
- 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> Or

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

**EOE & in Compliance with ADA**