13TH JUDICIAL CIRCUIT COURT
JOB OPPORTUNITY

Program Assistant (part-time)
13th Circuit Family Court – Juvenile Division

Responsibilities:
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 10 to 20 hours per week, 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.

Status: Part-time Boone County employee.
This is a non-benefited position.

Working hours: Up to 20 hours per week, as needed, Monday to Friday

Location: Boone County Courthouse in Columbia, Missouri

Salary: Boone County Employee Pay Range 100
$17.05 per hour, paid bi-weekly

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.
- Functional understanding of Word, Excel, and other computer programs.
- Free from illegal drugs.

- Clean background check.

Preferred Skills: The best candidates for this position are going to have excellent people skills, able to work independently, have a high level of professionalism, attention to detail, and are able to remain calm in stressful situations.

How to Apply: Applications are available electronically at: https://www.courts.mo.gov/hosted/circuit13/forms/FullTimeJobApplicationForm.pdf

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, 705 East Walnut, Columbia, Missouri 65201.

Deadline for Application: Applications will be accepted until the posting is removed.

An Equal Opportunity Employer