

38th Judicial Circuit

Job Title:

Juvenile Officer III

Salary Range:

\$40,380.00 annually

Location:

Ozark, MO

Duties:

The 38th Judicial Circuit is accepting resumes from qualified individuals for the position of Deputy Juvenile Officer III. This position is responsible for professional and supervisory level 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 court office to take charge of children who come within the jurisdiction of the juvenile or family court. An employee in this position is to work with a high degree of independence. Work includes supervising the daily operations of juvenile court staff in the 38th Judicial Circuit, under the assigned authority and general supervision of the Juvenile Officer.

Examples of Work: (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.) Supervises the daily operations of juvenile court activities in a circuit, assigned county or division of the juvenile office; may be responsible for the evaluation and discipline of assigned staff under the supervision and approval of the Chief Juvenile Office; reviews the case files of Deputy Juvenile Officers to ensure cases are in compliance with applicable statutes and court procedures; may assist in the preparation of financial data for assigned jurisdiction such as budget, payroll and grant applications and renewals; makes recommendations to the juvenile court based on evidence, client history and statutory requirements; schedules pre-court staffing between Department of Social Services, juvenile office, interested parties, and attorneys; and notifies all persons involved; works with prosecutors and other attorneys to adjudicate contested cases before the juvenile court; responds to on-call or daily referrals made by law enforcement agencies, schools or the Department of Social Services; arrests and detains juveniles who may be charged with criminal offenses; provides and explains legal rights to the alleged offender; places alleged and convicted delinquent juveniles in local, regional or contracted detention centers; prepares petitions, motions, social and court summaries and other reports for all juveniles on caseload; supervises juveniles placed on probation by establishing guidelines and completion requirements for probation agreements and community service; recommends and monitors probation plan including regular onsite visits to the juvenile's school and home; conducts informal conferences with juvenile and parents to discuss rights of juvenile's school and alternative methods other 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; assists law enforcement agencies with investigations and questioning of all alleged juvenile offenders; assists the Department of Social Services in the investigation of severe physical or sexual abuse and neglect; represents the juvenile court system at schools and community meetings and makes presentations as required; maintains working relationship with local school officials to monitor educational progress of juvenile on probation; performs related work as required.

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Qualifications:

Knowledge, Skills and Abilities: (This job description does not include specific physical requirements necessary to perform the job, such as carrying, standing, and lifting. Such requirements vary from position to position and may be determined by the appointing authority.) Considerable knowledge of Missouri statutes and laws regarding juvenile cases; considerable knowledge of juvenile courts and procedures; considerable knowledge of the principles and practices of management and supervision; basic knowledge of personal computers and software; ability to apprehend and detain alleged juvenile offenders including the use of necessary physical force; ability to prepare motions, petitions and other legal documents for each juvenile on caseload; ability to present cases and make recommendations to the juvenile court; ability to handle potentially hostile situations with a juvenile and family regarding a referral; ability to communicate effectively with staff and the public.

Required Minimum Education and Experience: (The following statement represents the minimum education and experience that will be used to determine qualifications of applicants, provided equivalent substitution will be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.) Graduation from a four year college or university with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related field, and three years of experience as a Juvenile Officer II or equivalent.

How to Apply:

Interested parties should send resume

By mail to:

Chief Juvenile Officer Perry Barnes
PO Box 886
Ozark, MO 65721

Or by e-mail to: perry.barnes@courts.mo.gov

Closing Date: May 9, 2016

*The 38th Judicial Circuit is an Equal Opportunity Employer.
In compliance with the Americans with Disabilities Act, the court will provide
reasonable accommodations to qualified individuals with disabilities.*