

Patrick Williams  
Court Services Administrator

Jeff Hall  
Chief Juvenile Officer

*Vacant*  
Director of Residential Services

Misty Goings  
Detention Superintendent

Wendy Potter  
Director of Clerical Services



## STATE OF MISSOURI

Second Judicial Circuit  
Juvenile Division  
[www.juvenilecircuit2.org](http://www.juvenilecircuit2.org)

Russell E. Steele  
Presiding Circuit Judge

Adair County  
1400 South Boundary  
Kirksville, MO 63501  
660-665-4224

Knox County  
P.O. Box 116  
Edina, MO 63537  
660-397-3559

Lewis County  
P.O. Box 117  
Monticello, MO 63457  
573-767-5210

## Job Announcement

A07182017RES-102

**Position:** Juvenile Officer IV/Director of Residential Services

**Description:** The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill the position of Juvenile Officer IV/Director of Residential Services at the Bruce Normile Juvenile Justice Center, Kirksville, MO. This is highly responsible professional and supervisory level work in the enforcement and administration of the juvenile justice activities for a judicial circuit within the State of Missouri. An employee in this position is vested with the statutory authority of a juvenile court officer to take charge of children who come within the jurisdiction of the juvenile or family court. An employee in this position is responsible for the overall operation and administration of a small juvenile office and/or detention center in a circuit, with supervision of less than 20 juvenile/family court staff. Work involves administrative activities such as caseload management and distribution, administering staff disciplinary procedures, conducting performance evaluations and acting as chief public relations officer for the juvenile office. Work is performed under the direction of a higher level juvenile officer or the judge of the juvenile or family court.

**Salary/Wages:** Probationary pay of \$44,352.00 annually and \$45,192.00 following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Juvenile Officer IV and all applicable state benefits will apply.

**Qualifications:** Position requires graduation from a four year college with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related area and five years of experience as a Juvenile Officer or equivalent experience, of which two years must have been in a

supervisory capacity; or one year experience as a Juvenile Officer IV. Graduate level education may substitute for up two years of the required work experience.

**Application:**

Applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, Kirksville, MO 63501. Applications may also be obtained at [www.juvenilecircuit2.org](http://www.juvenilecircuit2.org). Applications should be accompanied by resume and will be accepted until Tuesday, August 1, 2017 at 5:00 PM.

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