

Michelle Curry
Court Services Administrator

Jeff Hall
Chief Juvenile Officer

Westley Seifert
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

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

A01072020RES-190

- Position:** Detention Aide I/ Residential Treatment Unit, Normile Family Center
- Description:** The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill the position of a Full-Time Detention Aide I at the Bruce Normile Juvenile Justice Center, Kirksville, MO. Duties will include but not limited to the responsibility for safety, personal conduct, and care of juveniles. An employee in this position will be expected to work efficiently and effectively with diverse populations.
- Salary/Wages:** Probationary pay of \$25,488.00 annually and \$25,788.00 following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Detention Aide I and all applicable state benefits will apply.
- Qualifications:** Position requires High School education, GED or equivalent with one year of previous experience in the direct care and interaction with children such as YMCA, daycare, schools, recreational facilities or residential care programs.
- Application:** Applications may be obtained from and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, MO 63501, or online at www.juvenilecircuit2.org. Applications should be accompanied by a resume. The position will be open until filled. Priority will be given to applications received prior to 5:00 PM on Tuesday, January 21, 2020.

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

Michelle Curry
Court Services Administrator

Jeff Hall
Chief Juvenile Officer

Westley Seifert
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

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

A01072020SEC-192

Position: Part-Time Detention Aide I/ Secure Detention Unit

Description: The Second Judicial Circuit Court, Juvenile Division is seeking applicants to fill the position of Part-Time Detention Aide I at the Bruce Normile Juvenile Justice Center, Kirksville, MO. Duties will include but not limited to the responsibility for safety, personal conduct, and care of juveniles. An employee in this position will be expected to work efficiently and with diverse populations. Each position will be required to work 20 hours per week and be available to work varying hours during the week and weekend.

Salary/Wages: Probationary pay of \$12,744.00 annually, \$12,894.00 annually following successful completion of 6 month probationary employment period. This position is regulated by Missouri State Court classification of Detention Aide I and all applicable state benefits will apply.

Qualifications: Position requires High School education, GED or equivalent with one year of previous experience in the direct care and interaction with children such as YMCA, daycare, schools, recreational facilities or residential care programs.

Application: Applications may be picked up and returned to the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, MO 63501. Applications may also be obtained from www.juvenilecircuit2.org. Applications should be accompanied by resume. The position will be open until filled. Priority will be given to applications received prior to 5:00 PM on Tuesday, January 21, 2020.

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

Michelle Curry
Court Services Administrator

Jeff Hall
Chief Juvenile Officer

Westley Seifert
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

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

A01072020RES-191

Independent Contractor Nursing Services – Residential Unit

The Second Judicial Circuit of Missouri is seeking bids from independent contractors interested in performing nursing duties assigned including but not limited to: transporting patients to and from medical appointments, engaging in medical appointments, facilitating weekly health groups for residents, participate in health regulation groups with staff monthly, ordering medications, preparing monthly medication sheets, reviewing medication sheets weekly, resident education, educating parents of residents as part of aftercare, setting up aftercare appointments, transferring medical records, requesting residents or patients previous medical records from other health care providers and any other duties of similar nature which may from time to time be directed by the Second Judicial Circuit of Missouri.

Qualifications - Registered Nurse with the State of Missouri.

Interested individuals may pick up an application at the Bruce Normile Juvenile Justice Center, 1400 South Boundary Street, Kirksville, MO 63501. Applications may also be obtained from www.juvenilecircuit2.org. Applications should be accompanied by resume and proof of registration. This contracted position will be open until filled. Priority will be given to applications received prior to 5:00 PM on Tuesday, January 21, 2020.