



**46th Judicial Circuit
Taney County
Juvenile Officer II
(NON-STATE POSITION)
This position will remain posted until filled**

Minimum Salary: \$35,000.00

Full-Time Equivalent (FTE): 40 Hours/Week

Basic Functions and Responsibilities

Definition of Work: This is a county paid position with a minimum salary of \$35,000 with county benefits. This is journey 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 court officer to take charge of children who come within the jurisdiction of the juvenile or family court. An employee in this position is expected to exercise supervision over juveniles under the court's jurisdiction and to work with a high degree of independence. Positions in this class are distinguished from a Juvenile Officer I by the degree of independence and responsibility expected and the degree of complexity and full range of duties performed. Work may involve basic supervisory responsibilities over lower level Deputy Juvenile Officers. General supervision is received from and work may be reviewed by a higher level Juvenile Officer.

Characteristic Duties: (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

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 a juvenile offense.

Places alleged and delinquent juveniles in local, regional or contracted detention centers.

Assists counsel in the preparation of petitions, motions, and other legal documents for all juveniles on caseload.

Prepares social summary investigations, process 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.

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Conducts informal adjustment conferences with juvenile and parents to discuss rights of juvenile and alternative 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.

Respond to law enforcement and advise juveniles of their rights in custodial interrogations or interviews.

Assists the Department of Social Services in the investigation of severe physical or sexual abuse and neglect.

Takes custody of juveniles who are victims of 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 officer 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.

Works with prosecutors or contracted attorneys to adjudicate contested cases before the juvenile court.

Ensures notices and summons have been issued and properly served.

Reports service provision, case status and outcomes and monitors caseload, referrals and case management standards through a state approved electronic information gathering system in a timely manner.

May present educational lectures regarding juvenile justice.

May conduct substance abuse testing and processing.

Performs related work as required.

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.

Basic knowledge of the principles and practices of management and supervision.

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In compliance with the Americans with Disabilities Act, the court will provide
reasonable accommodations to qualified individuals with disabilities***

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Basic knowledge of personal computers and software.

Basic knowledge of community resources.

Basic knowledge of roles and responsibilities of child serving agencies.

Basic awareness of local and national trends in juvenile offenders including the use of necessary physical force.

Ability to detain alleged juvenile offenders including the use of necessary physical force.

Ability to assist legal counsel in the preparation of motions, petitions and other legal documents for each juvenile on caseload.

Ability to assist legal counsel in the preparation of cases and make recommendations to the juvenile court.

Ability to communicate effectively with staff and public.

Ability to handle potentially hostile situations with a juvenile and family regarding a referral.

Ability to make critical decisions regarding the removal of children from their home for placement in alternative care.

Ability to be accessible and/or on-call outside of normal court operating hours.

Minimum Qualifications:

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 two years of experience in related field preferred.

Application Deadline: Until filled.

How Do I Apply:

This office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, this office will provide reasonable accommodations to qualified individual with disabilities. Interested parties should send resume to Chief Juvenile Officer Darlene Rea, via email to Darlene.Rea@courts.mo.gov or to PO Box 482, Forsyth, MO 65653.

For additional information, this job is posted online at <http://www.courts.mo.gov/careers>

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