

**Position may be filled as:  
JUVENILE OFFICER II  
JUVENILE OFFICER I**

Organization: CIRCUIT COURTS - CIRCUIT 46 – TANEY COUNTY JUVENILE OFFICE  
Location: FORSYTH, MISSOURI

Full time Equivalent (FTE): minimum 40 Hours/Week

Minimum Salary: \$36,700.00

**What will I be doing?**

Basic Functions and Responsibilities:

This is entry-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 officer to take charge of children who come under the jurisdiction of the juvenile or family court. This position is expected to exercise supervision over juveniles under the court's jurisdiction. Employees in this class are expected to work with some degree of independence. Close supervision is received from and work is 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.
- Detain juveniles who may be charged with criminal offenses; provides and explains legal rights to the alleged offender.
- Places alleged and delinquent juveniles in local, regional or contracted detention centers.
- Assists legal 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.
- 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.
- Assists law enforcement agencies in the investigation of juvenile cases.

- 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 court system 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, outcomes and monitors caseload, referrals and case management standards through a state approved electronic information gathering system in a timely matter.
- Performs related work as required.

## **Do I qualify?**

### 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 cases 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.

OR

- Professional employment in a public or private agency involving substantial amount of time (over 50% time) in the delivery of protective services to families, adults, children, or the aged may be substituted on a year for year basis for the required education.

### 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.)

- Basic knowledge of juvenile courts and procedures.
- Basic knowledge of community resources.
- Basic knowledge of roles and responsibilities of child serving agencies.
- Basic awareness of local and national trends in juvenile justice and child welfare.
- Basic knowledge of statutes and laws regarding juvenile cases.
- Basic knowledge of personal computers and software.
- 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 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.

## **How do I apply?**

Individuals, including current judicial employees, interested in this position must register to complete a profile and apply prior to the application deadline, if applicable. Applicants with the necessary educational qualifications must also upload a copy of their college transcript(s) to the online application system. Individuals who have previously completed a profile and wish to be considered for this position must login to their profile and apply prior to the application deadline, if applicable. For more information, visit *the Missouri Courts Careers* web page ([www.courts.mo.gov/careers](http://www.courts.mo.gov/careers)).

### Contact Information:

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