

# WASHINGTON COUNTY

Job Description

## **JOB TITLE: Director of Juvenile Court Services**

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Exempt (Y/N): No

DEPARTMENT: Juvenile Court Division

DATE PREPARED: May 2013

SUPERVISOR: Circuit Court Judge

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### **SUMMARY:**

The Director of Juvenile Court Services is responsible for supervisory duties in addition to the duties of Juvenile Officer. Under the general direction of the Circuit Judge, the Director of Juvenile Court services is responsible for various day-to-day operations of the Court, supervising, planning and organizing functions of the Washington County Juvenile Court. The incumbent reports to the Judge and advises on policy issues then carries out the Judge's policy directions.

To ensure the safety of the Washington County Juvenile Court staff, visitors, clients, and members of the community, some Juvenile Officers, including the Director of Juvenile Court Services, will be appointed by the Judge to receive additional training and law enforcement certification as Court Security Officers. Court Security Officers will assist the Washington County Sheriff's Office with providing security for the courthouse, assist Juvenile Probation Officers with taking juvenile probationers into custody, provide Juvenile Officers with additional security during home visits, and perform other duties as directed by the Judge.

As sworn Specialized Police Officers, the Court Security Officers have the authority to make arrests both with and without a warrant, carry a firearm both on and off duty, and use force to control or terminate violent behavior and safely take offenders into custody.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, and other duties may be assigned:

1. Assists in providing administration over various functions of Washington County Juvenile Court.
2. Oversee juvenile court budgetary needs, approves requisitions, maintains fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
3. Deal with media related issues.
4. Work with local community agencies to promote programs to help children and families.
5. Provides specific recommendation to the Judge concerning personnel, juvenile court budget, juvenile services, promotions, disciplinary actions, terminations and other matters related to the operations of juvenile court.
6. Responsible for automation management and technology planning.
7. On call during all hours, including evenings and weekends.

8. Perform all associated duties as requested by the Juvenile Judge.
9. Maintain and update Rite Track database.
10. Supervises all Juvenile Court staff, conducts employee evaluation, initiates corrective actions (where necessary) proportionate to non-compliance and or performance issues and mediate disputes that promote reconciliation, professional growth and development.
11. Responsible for administration of the Rite Track database and training of employees in use of Rite Track database.
12. Attend professional meetings as required.
13. Maintain regular job attendance.
14. Research and implement programs to assist juveniles and families coming through Juvenile Court, and to locate programs to reduce numbers of juveniles in detention and DYS commitments, and reduce number of juvenile delinquent acts committed by children in Washington County.
15. Complete the 110 Hour Part-Time II course of Law Enforcement Academy.
16. Assist in Youth Escort to the Juvenile Detention Center from the Juvenile Court side.
17. Assist in Court Security of the Juvenile Court Department.
18. Complete memorandums and letters to various governmental or other agencies.
19. Communicate, either verbally or in writing, with law enforcement officers, Juvenile Detention Staff, Department of Human Services Staff, and County Officials, citizens, Division of Youth Services Staff and parents/guardians about problems or situations involving the Court staff or Court clients.
20. Assist in Developing and revising policies and procedures, monitor current policies and procedures for staff compliance and ensure that the court staff is in compliance with rules and regulations of state and federal laws.
21. Attend training and review various articles in order to stay current on laws, policies, rules, etc.
22. Attend Quorum Court meetings concerning Juvenile Court matters.
23. Leads by example and establishes an environment that promotes professionalism.

**SUPERVISORY RESPONSIBILITIES:**

The incumbent is directly responsible for the supervision of fourteen (14) full time employees and two (2) part time employees as well as civilian volunteers/interns. He/she carries out supervisory responsibilities including:

- a) Interviewing prospective employees
- b) Making recommendations regarding hiring of employees
- c) Overseeing training of employees
- d) Overseeing and monitoring case loads handled by juvenile officers
- e) Ensuring the case loads carried by each juvenile officer are workable

He/she must address complaints and resolve problems that may arise between staff and families served by Juvenile Court. Also maintain yearly juvenile court statistics; as required. Assist with program development and procedures and attend staffing meetings. In conjunction with the Judge, he/she also prepares the yearly budget (approximately \$350,000) and monitors expenses throughout the year.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

The Director of Juvenile Court Services should possess a Bachelor's Degree in a related field plus a minimum of eight (8) years work experience; or equivalent combination of education and experience. In addition, the Chief Probation Officer should have at least four (4) years supervisory experience. The Chief Probation Officer must complete or maintain " Juvenile Officer Certification Training" provided by the AOC to be a Certified Juvenile Officer. The Director of Juvenile Court services must complete 12 hours of training annually to maintain the certification. The Director of Juvenile Court services should have experience working with juveniles, judgment skills when handling complaints, and communication skills when meeting the public and serving as liaison between the prosecutor, the police, the court, schools, victims, and defendant's families. This position requires a high level of problem solving and listening skills. The Director of Juvenile Court Services cannot have a criminal record. The Director of Juvenile Court Services must not be listed on the Central Registry as to child abuse.

#### **OTHER SKILLS and ABILITIES:**

The Director of Juvenile Court Services shall possess good typing and computer skills (regular use of PC equipment); have knowledge of modern office practices, procedures, and equipment. The officer should have strong written and verbal communication skills; must possess the ability to establish a good rapport with individuals often under difficult or high-risk circumstances. Must have the ability to de-escalate volatile situations involving juveniles and their families. Self-motivation and the ability to positively motivate juveniles and their parents is essential.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle, feel objects, and to talk and hear. The employee must occasionally sit and reach with hands and arms. Specific vision abilities required by this job include the ability to adjust focus, distance vision, depth perception, and peripheral vision.

This job carries a degree of threat. Dangerous situations can occur at any time due to the possible volatile nature of family court.

**WORK ENVIROMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is usually moderate.