

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **JUVENILE ELECTRONIC MONITORING COORDINATOR**

Department: Juvenile Probation  
FLSA Designation: Non-Exempt

Pay Grade: 4  
Effective Date: 10/04, 8/09

### **Purpose of Class**

Supervises juvenile offenders on an electronic monitoring device; performs related work as required.

### **Primary Function**

The principal function of an employee in this class is to manage a caseload of juvenile offenders wearing a court-mandated electronic monitoring device for the reform of the offender and the protection of the community. The work is performed under the supervision of the Chief Juvenile Probation Officer, but some leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment with field work that includes exposure to physical and possible health hazards.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Manages an assigned caseload of juvenile offenders wearing a court-mandated electronic monitoring device;
- Supervises individual offenders for compliance with court orders, including home and school visits;
- Attaches electronic monitoring devices to offenders and installs related equipment, explains its usage, and monitors activities for violations;
- Coordinates activities, including reporting violations, with area law enforcement agencies;
- Conducts investigations to determine offender adherence to court-ordered conditions;
- Reports violations to offender's assigned probation officer;
- Conducts fieldwork to assure offender compliance with court orders;
- Documents and maintains records of all contacts with offenders;
- Maintains records and prepares reports of individual offender case files;
- Maintains records, statistics, and databases and prepares reports of program results;
- May attend court and/or status hearings to present information on probation and electronic monitoring related matters;
- Cleans and maintains inventory of electronic monitoring equipment;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Requires flexible schedule and non-traditional work hours;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Electronic monitoring equipment, procedures, techniques, and objectives;
- Investigative techniques applicable to case monitoring;
- Federal, Idaho, and County statutes, laws, codes, and regulations governing juvenile arrest, detention, probation/parole;
- Court practices and procedures;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Operation of standard office equipment, including a personal computer.

Ability to:

- Install, monitor, and process electronic monitoring devices;
- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Readily adapt to changing work situations and assignments;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with assigned offenders, service providers, supervisors, other County employees, the public, and other County and state agencies;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Make sound and reasonable decisions in accordance with laws, codes, regulations, and established procedures;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Operate a motor vehicle;
- Operate specialized equipment such as electronic monitoring devices;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain offender and Department confidentiality;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and

- Some experience in probation monitoring, social service, or court-related behavioral services is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- Idaho drivers license is required.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee work in an office environment and perform field investigation and monitoring activities.