

BANNOCK COUNTY
CLASS SPECIFICATION

JUVENILE JUSTICE PROGRAM SPECIALIST

Department: Juvenile Probation Pay Grade: 5
FLSA Designation: Non-exempt (covered) Effective Date: 12/06, 8/09

Purpose of Class

Facilitates, coordinates, administers and/or supervises program activities for a variety of Juvenile Justice and Juvenile Probation programs; performs related work as required.

Primary Function

The principal function of the Juvenile Justice Program Specialist is to facilitate, coordinate, administer and/or supervise activities associated with one or more Juvenile Probation and Juvenile Justice Programs. This classification includes program coordinators in areas such as community services, drug court, youth court, behavior court, restitution, shortstop or other related programs. An employee in this position will work with varied responsibilities, depending on the program or programs to which he/she is assigned on a full-time or part-time basis. Typical duties include coordinating and developing Juvenile Justice programs with schools and community agencies; scheduling and monitoring offenders assigned to community service or treatment services; preparing and maintaining reports and accurate and current files; working closely with court and law enforcement personnel on assigned cases; and representing the Department at community and civic functions. The position may supervise part-time or full-time subordinate positions such as Juvenile Drug Court Officers or Juvenile Community Service Attendants. The work is performed under the general supervision of the Chief Juvenile Probation Officer, with direct supervision from a Juvenile Probation Officer or other program manager, although some leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and field environment.

Essential Duties and Responsibilities (will vary by assignment)

- Coordinates the juvenile justice/probation programs with the local school district and other community agencies;
- Schedules offenders for community service assignments and coordinates scheduling with school and other agencies;
- Monitors offenders assigned to perform community service, including transporting them to service sites and supervising site activities, assignments, and completion;
- Coordinates with case probation officers and school and/or agency officials, including reporting offenders who fail to appear for assignments;
- Develops and coordinates community service resources, opportunities, and projects;
- Prepares and maintains accurate and current files on all clients and cases, per program and County requirements;

- Prepares reports and recommendations for presentation in court and other status hearings;
- Prepares and maintains program records, reports, logs, and documentation and prepares and distributes periodic statistical reports;
- Monitors program funding, budget, and expenditures;
- Secures funding through grants and other outside fund sources and prepares and maintains records, reports, and documentation required for compliance;
- Documents and maintains records of all contacts with offenders;
- Determines and monitors community service assignments, tracks offender hours, maintains records, and prepares reports, including offenders failing to appear for assignments;
- Attends a variety of court hearings and testifies for probation/parole and sentencing related matters;
- Completes restitution orders and contracts on returned victim-loss statements; ensure the orders are signed by the judge and forwarded to victims and dependents;
- Distributes victim-loss statements to victims who have been identified as having a potential out-of-pocket loss;
- Completes a monthly restitution report identifying which restitution cases made payments, the date and amount, and which cases did not make a payment;
- Attends restitution hearings as scheduled.
- Complete quarterly report identifying new cases in the quarter, cases completing restitution contracts, and amount of restitution ordered.
- Develops a schedule for the Shortstop program for each year;
- Coordinates the Shortstop program by scheduling program facilitators and notifying court-ordered participants;
- Attends Shortstop program weekly to register participants and coordinate activities and transitions to the program;
- Collects and receipts registration fees paid for the Shortstop program;
- Notifies Probation Officers of those families that completed the program and those that did not;
- Completes a quarterly report for the Shortstop program;
- Organizes community service events and opportunities;
- Documents and maintains records of all contacts with offenders;
- Supervises assigned part-time subordinates;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Assists in obtaining funding for community service programs;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Idaho and County statutes, laws, codes, and regulations governing restitution, community service, and probation/parole for juveniles;

- Court practices and procedures;
- Program planning, monitoring, reporting, and recordkeeping skills;
- Human and criminal behavior, with emphasis on juvenile and adolescent behaviors;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- School district programs, policies, procedures, and operations as applied to offenders;
- Various County agencies and programs, social and service agencies, and other community service available to offenders;
- Drug testing processes, procedures, techniques, and methodology;
- Record keeping and reporting practices and methods;
- Employee supervision, training, and evaluation methods and techniques;
- Operation of standard office equipment, including a personal computer.

Ability to:

- Manage a case load of assigned juvenile offenders;
- Supervise and coordinate the operations of an assigned juvenile justice/probation program;
- Perform testing and analysis procedures;
- Organize and supervise juvenile program projects and assignments;
- Supervise and monitor activities of assigned offenders in accordance with program and County requirements;
- Apply the principles and practices of behavior modification;
- Prepare and maintain accurate and timely records, documentation, and reports;
- Readily adapt to changing work situations and assignments;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with assigned offenders, victims, 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;
- Supervise, train, and evaluate employees;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Operate a motor vehicle;
- 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 college credits in criminal justice, behavioral or social sciences, or a related field is preferred; and
- One to two years' experience in juvenile justice/probation monitoring or social service or court-related behavioral services with at-risk youth 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, view and conduct drug testing and perform analysis, review and prepare a variety of written and text materials, and supervise a group of offenders in performing assigned activities;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including 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 supervise activities in the field.