

BANNOCK COUNTY **CLASS SPECIFICATION**

JUVENILE YOUTH COURT COORDINATOR

Department: Juvenile Probation
FLSA Designation: Non-Exempt

Pay Grade: 5
Effective Date: 10/04, 8/09

Purpose of Class

Administers the Youth Court program for juvenile offenders; performs related work as required.

Primary Function

The principal function of an employee in this class is to supervise the Youth Court diversion program for juvenile offenders. The work is performed under the supervision of the Juvenile Chief Probation Officer. The principal duties of this class are performed in a general office environment and in the field.

Essential Duties and Responsibilities (will vary by assignment)

- Supervises and performs the operations of the Youth Court diversion and behavior modification program, which monitors assigned juvenile offenders;
- Coordinates the program with school districts, law enforcement agencies, prosecuting attorneys, community service and support agencies, parents, and other affected parties;
- Schedules Youth Court proceedings, including notifying all affected parties;
- Represents the Department in Youth Court hearings and status proceedings;
- Prepares, maintains, and reviews files of juvenile offenders referred to Youth Court, including performing background investigations, risk assessment, and determining eligibility;
- Prepares reports and recommendations for presentation in court and other status hearings;
- Prepares and monitors compliance with behavior modification recommendations, contracts, and agreements, including notifying court of violations;
- Prepares and maintains program records, reports, logs, and documentation and prepares and distributes periodic statistical reports;
- Documents and maintains records of all contacts with offenders;
- Monitors program funding, budget, and expenditures;
- Collects fees from offenders and deposits fees with the County Auditor;
- Recruits and trains volunteers to participate in Youth Court proceedings;
- Represents the Youth Court program to the public and community groups;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Behavior modification procedures, techniques, methodology, and objectives, as applied to at-risk juvenile offenders;
- 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
- Operation of a motor vehicle.

Ability to:

- Manage a case load of assigned juvenile offenders;
- Apply the principles and practices of behavior modification, especially as applied to at-risk juveniles;
- Supervise and coordinate the operations of a Youth Court program;
- Perform testing and analysis procedures;
- 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, supervisors, other County employees, school administrators, the public, and other County and state agencies;
- Understand and follow oral and/or written policies, procedures and instructions;
- Perform cash-handling and deposit functions;
- 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;
- 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 a bachelor's degree in criminal justice, behavioral or social sciences, or a related field is preferred; and
- One (1) to two (2) years experience in probation monitoring, 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 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, 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 to work in an office and field environment.