

CLAYTON COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: JUVENILE COURT OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise and assist any child under the court's jurisdiction and to make investigations, reports, and recommendations to the court over deprived children or a child who is alleged to have committed a delinquent, unruly, and/or traffic offense. Work is performed under the general supervision of either the Intake Supervisor or the Probation Supervisor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs intake duties; assesses cases for appropriate charges; explains charges and rights to child and family; prepares and processes intake paperwork; assesses child for services.

Supervises youth who are on court-ordered probation or supervision; files complaints or petitions on juveniles who have violated their court order; assigns work to and disciplines probationers; discharges clients from court orders.

Conducts Social History investigations; prepares and files reports; appears and summarizes reports in court; prepares and goes over conditions of probation.

May be required to conduct facility visits; meets with child and prepares contact sheet, packet, and letter or arrival; coordinates with facility concerning visitation and release transportation.

Investigates violations; files violation paperwork; appears and testifies in court; visits juveniles in detention.

Conducts school and office visits; performs random drug screens and crisis intervention; completes paperwork to detain child; notifies parent of hearing; attends and presents case at hearing.

Conducts case management; monitors caseload; prepares and files paperwork; submits orders.

Serves on-call duty and may be subject to varying shift assignments.

Prepares, copies, files, and delivers packets for state screening; types and/or prepares a variety of reports, logs, summaries, complaints, petitions, and orders.

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Attends conferences and workshops; attends weekly staff meetings.

Makes appropriate referrals to private or public agencies; contacts placement for assessment; receives communication for services.

Transport children and parents to appointments and school.

Communicate with police, school personnel, agencies, and medical personnel.

Contacts victims of all felony crimes and injury/property loss related misdemeanors and makes recommendations to judge of appropriate monetary restitution; sends impact statements to victims; replies to victims' questions concerning restitution.

Coordinates court community service program; assigns probationers to service sites; corresponds with probationers about conditions; makes community service hour recommendations; develops community service projects.

Assesses and screens child/parent for appropriate court-sponsored programs.

Handles and/or gathers all pertinent information for cases, i.e., medical and psychological releases.

ADDITIONAL FUNCTIONS

Assist in other areas of the courts and mediate cases.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in criminal justice, psychology, sociology, education, or closely related field; supplemented by a six (6) months experience working with youth preferred; or, an internship at a juvenile justice setting preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Completion of an internship in a juvenile court or other juvenile justice agency shall satisfy the minimum work experience requirement. Must possess and maintain a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, temperature and noise extremes, traffic hazards, violence, or disease.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.