

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: YOUTH SERVICES ASSISTANT DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial/administrative work associated with assisting in overseeing operations of the Youth Services Office Department and coordinating activities between the Juvenile Court and juveniles on court probation. Duties and responsibilities include supervising assigned employees, assisting in directing and coordinating departmental work activities, supervising a caseload of juveniles on probation to assure they follow probationary rules and court orders, monitoring progress during probation, meeting with juveniles and parents, performing crisis intervention, determining juvenile detentions, preparing recommendations and referrals, serving on various boards, assisting with preparation of departmental budget, preparing reports and maintaining records, and providing information and assistance. Reports to Director of Youth Services.

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.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Assists in ensuring compliance with all applicable laws, ordinances, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Assists in planning, organizing, and directing operations and activities of the Youth Services Office Department.

Supervises and monitors a caseload of juveniles placed on court probation to ensure adherence with rules of probation and orders of the Juvenile Court.

Meets with juveniles and parents to review probationary guidelines and to monitor juveniles' progress in abiding by rules of probation and court orders; maintains monthly or bi-monthly contact with juveniles, parents, and school system; provides guidance and counseling; performs crisis intervention as necessary.

Prepares recommendations for Juvenile Court concerning reappearance of specific juveniles in court; prepares and executes referrals to other community agencies for services needed by juveniles and their families.

Attends Juvenile Court as scheduled; reports court history of each juvenile to Juvenile Judge and/or Referee.

Determines whether a juvenile should be placed in detention; schedules appropriate court detention hearings.

Rutherford County, Tennessee • Youth Services Assistant Director

Coordinates activities regarding juvenile arrests and service of juvenile petitions with law enforcement agencies; serves petitions to juveniles; maintains records.

Makes referrals for public service work; monitors completion of public service work.

Serves on Child Abuse Review Team, Foster Care Review Board, or other organizations to provide case managers with recommendations for diagnosing and planning intervention with children and families in crisis.

Assists in preparing departmental budget; monitors expenditures in absence of Director to ensure compliance with approved budget.

Prepares or completes various forms, reports, correspondence, logs, juvenile case records, budget documents, or other documents.

Receives various forms, reports, correspondence, petitions, juvenile case records, budget reports, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.

Communicates with director, employees, other departments, county officials, law enforcement personnel, judges, court officials, juveniles, parents, lawyers, therapists, victims, school officials, the public, outside agencies, and other individuals as needed regarding juvenile probation activities or to coordinate work activities, review status of work, exchange information, or resolve problems.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge of laws/regulations pertaining to juvenile detention, juvenile probation, or Juvenile Court activities; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Schedules and collects restitution payments as needed; documents payments and disburses to victims as appropriate.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Social Services or closely related field; supplemented by two (2) years previous experience and/or training involving juvenile probation or detention, working with at-risk youth, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires Tennessee Correctional Institute certification and completion of Tennessee Juvenile Court Training Program. Requires completion of forty hours of in-service training during first year of employment and twenty hours of in-service training during subsequent years, as mandated by State of Tennessee. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

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 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 traffic hazards or violence.

PHYSICAL DEMANDS ANALYSIS

1. **STANDING AND WALKING**

Estimated Total Hours: 3.5 Maximum Continuous Time: 1

2. **SITTING**

Estimated Total Hours: 4 Maximum Continuous Time: 2

3. LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs			X		
11-25 lbs				X	
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. BENDING/SQUATTING/KNEELING

Tasks: Filing

Frequency: 3 times per week

5. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare		X

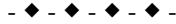
Inside Building	<u>98</u> % of time
Outside	<u>2</u> % of time

6. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

7. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp			
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily



Rutherford County, Tennessee, 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. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date