

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

YOUTH SERVICES OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform specialized/administrative work associated with coordinating activities between the Juvenile Court and juveniles on court probation. Duties and responsibilities include 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 petitions, setting court dates, receiving payments for restitution to victims, preparing reports and maintaining records, answering the telephone and providing information, and performing other tasks as assigned. Reports to Youth Services Director.

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 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 monitor progress in abiding by rules of probation and court orders; provides guidance and counseling; performs crisis intervention as necessary.

Prepares recommendations concerning juveniles reappearing in court; prepares and executes referrals to other agencies for services needed by families.

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

Coordinates activities regarding juvenile arrests with law enforcement officials.

Serves petitions to juveniles; maintains records.

Sets court dates related to juvenile issues.

Attends court as scheduled.

Executes reinstatement of juveniles' driver's licenses.

Monitors payments for restitution to victims; documents payments; forwards to victims as appropriate.

Serves on Child Abuse Review Team, Foster Care Review Board, or other organizations as appropriate; makes recommendations.

Prepares, transcribes, or completes various forms, reports, correspondence, logs, or other documents.

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

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

Communicates with supervisor, 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

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 6 months previous experience and/or training involving juvenile probation or detention; 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 fifteen 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 review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

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: 4 Maximum Continuous Time: 30 minutes

2. SITTING

Estimated Total Hours: 3.5 Maximum Continuous Time: 30 minutes

3. LIFTING/CARRYING

Objects:

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

4. PUSHING/PULLING

Objects: Files
Height of hands above floor during push: 4 feet

5. CLIMBING

Tasks: Getting files from top shelf
Device: stool
Height: 6 feet
Frequency: 1 time a month

6. BENDING/SQUATTING/KNEELING

Tasks: Filing
Frequency: Daily

7. REACHING

Tasks: Getting paperwork from top cabinet
Hands Used: RIGHT X LEFT BOTH

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	X	Daily	seconds	Single paper
21-36"				

8. 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

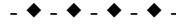
Inside Building	100 % of time
Outside	% of time

9. 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

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		daily
Grasp	X		daily
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

Supervisor's Signature

Date

Date