

# Circuit Court of Missouri

## Thirteenth Judicial Circuit



### JOB DESCRIPTION

**Position:** Deputy Juvenile Officer

State  County

**Department:** Juvenile Justice Center

**Reports to:**

**Position Status:** Regular, Full-time

**Exemption Status:** Non-Exempt

**Salary Range:** \$35,734

**Last Revised:** August 31, 2018

#### **Definition of Work:**

This is entry-level professional work in the enforcement and administration of the Missouri juvenile justice system. An employee in this position is vested with the statutory authority of a juvenile officer to take charge of children who come under the jurisdiction of the juvenile or family court. This position is expected to exercise supervision over juveniles under the court's jurisdiction. Employees in this class are expected to work with some degree of independence. Close supervision is received from and work is reviewed by a higher-level Juvenile Officer.

#### **Examples of Work Performed**

These examples do not cover all of the work which may be performed as part of this position.

- Responds to on-call or daily referrals made by law enforcement agencies, schools or the Department of Social Services.
- Detains juveniles who may be charged with criminal offenses; provides and explains legal rights to the alleged offender.
- Places alleged and delinquent juveniles in local, regional or contracted detention centers.
- Assists legal counsel in the preparation of petitions, motions, and other legal documents for all juveniles on caseload.
- Prepares social summary investigations, process reports, assessment reports and all other reports as directed by the court for review and filing by legal counsel.
- Reviews and disseminates all reports received by service providers, schools and law enforcement or other investigative agencies.
- Schedules pre-court staffing between Department of Social Services, juvenile office, interested parties, and attorneys; and notifies all persons involved.
- Supervises juveniles placed on supervision by establishing guidelines and completion requirements for supervision agreements and community service.

- Recommends and monitors supervision case plan including regular onsite visits to the juvenile's school and home.
- Coordinates and manages all juvenile treatment services determined by the supervision plan and the risk and needs assessment.
- Conducts informal adjustment conferences with juvenile and parents to discuss rights of juvenile and alternative methods than formal charges and court.
- Conducts formal conferences with juvenile and parent to discuss formal charges brought against juvenile and to advise juvenile of rights.
- Works with law enforcement agencies of juvenile cases.
- Works with the Department of Social Services on severe physical or sexual abuse and neglect juvenile cases.
- Takes custody of juveniles who are victims of abuse or neglect for placement in alternative care.
- Maintains a professional working relationship with juveniles, families, the community, law enforcement, local schools and agency officials.
- Represents the juvenile court system at community meetings and participates with regard to the juvenile's custody, treatment or other services.
- Makes recommendations to the juvenile court based on evidence, client history and statutory requirements.
- Works with contracted attorneys in juvenile cases.
- Ensures notices and summons have been issued and properly served.
- Reports service provision, case status and outcomes and monitors caseload, referrals and case management standards through a state approved electronic information gathering system in a timely manner.
- Performs related work as required.

### **Required Knowledge, Skills and Abilities**

- Basic knowledge of juvenile courts and procedures.
- Basic knowledge of community resources.
- Basic knowledge of roles and responsibilities of child serving agencies.
- Basic awareness of local and national trends in juvenile justice and child welfare.

- Basic knowledge of statutes and laws regarding juvenile cases.
- Basic knowledge of personal computers and software.
- Ability to detain alleged juvenile offenders including the use of necessary physical force.
- Ability to assist legal counsel in the preparation of motions, petitions and other legal documents for each juvenile on caseload.
- Ability to assist legal counsel in the preparation of cases and make recommendations to the juvenile court.
- Ability to communicate effectively with staff and public.
- Ability to handle potentially hostile situations with a juvenile and family regarding a referral.
- Ability to make critical decisions regarding the removal of children from their home for placement in alternative care.
- Ability to work an on-call shift as periodically scheduled.

### **Physical Demands**

Position requires continuous standing, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, and moderate wrist torque to twist equipment knobs and dials; Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

### **Work Environment**

This job operates in a professional office environment. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities. May be exposed to irate individuals and be responsible for talking with upset litigants. Employees may be exposed to evidence and testimony that may be disturbing, such as photographs of violent scenes and victims and or sexually explicit material; and the public who may potentially be verbally or physically abusive, allergens, such as perfumes and dust; and unpleasant odors, such as unwashed clothing.

### **Required Minimum Education and Experience**

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants. Equivalent substitution may be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted for up to two years of the required experience; experience in a similar position with similar job responsibilities may be substituted on a year for year basis for the required education.

Graduation from a four-year college or university with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work, or related field.

EOE & in Compliance with ADA

\\BNEFS1301\Users\leppingma\Personnel\Job Descriptions\Job Description Template.doc