



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Transportation Coordinator</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Programs and Services Coordinator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Juvenile Justice Center</u>	JOB CODE: 603	

SUMMARY:

Under general supervision, the Transportation Coordinator supervises and provides transportation to residents of the Juvenile Justice Center and provides clerical support for staff in the Juvenile Justice Center.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Supervises and participates in the transportation of juveniles to and from various agencies, including hospitals, foster homes, schools, public transportation, health department, mental hospitals, clinics and various municipalities; communicates with supervisor, superintendent or program director regarding current or future transportation plans; maintains schedule of court dates and dispositions for residents and coordinates the transportation schedule; communicates changes in residents’ status after residents return to the facility.

Performs a variety of office support duties as needed or assigned; prepares letters, correspondence, forms and other documents; receives, sorts and distributes incoming mail; maintains copies of documents; operates computers, maintains and updates files, electronic files and databases; performs word processing; completes required reporting; operates office equipment; answers phone lines and e-mail and directs inquiries and information to the appropriate staff; maintains vehicle logs and prepares monthly vehicle mileage reports.

Completes admissions and release packets and monitors changes in residents’ status. Produces incident reports as needed; records residential programming paperwork into court software program; monitors and maintains the daily chronological log.

Communicates with juvenile officers, deputy court marshals, and juvenile office staff as needed while monitoring residents at court; diffuses violent and disruptive situations and behavior of residents by using non-violent crisis intervention.

Assists staff in the command center, monitor station and detention wing as needed; assists in the supervision of residents in the facility as needed; provides tutoring for residents; assists in cooking duties, laundry duties and helping with data entry.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of personal computers and standard software applications related to court support work.
2. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
3. Knowledge of legal processes and terminology.
4. Knowledge of the criminal justice system in the State of Missouri.
5. Skill in mathematics including the ability to calculate numbers using addition, subtraction, multiplication and division.
6. Skill in application of state and federal guidelines, rules and statutes to perform essential functions of position.
7. Skill in discretion and maintaining confidential information.
8. Skill in handling stress successfully and diffusing violent or disruptive situations.
9. Ability to operate a motor vehicle safely and abide by state traffic laws and regulations.
10. Ability to work independently and follow instructions.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting or in a vehicle and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, 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 driving, side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, running short distances, restraining residents, 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.

WORK ENVIRONMENT:

This job operates in a professional office environment. Uniform required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position requires placing youth in hand and leg restraints and the use of keys, and swipe cards to gain entrance and building access. This position is routinely in contact with the public, law enforcement agencies, court employees, attorneys and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED. Possession of a valid driver’s license and a good driving record.

PREFERRED QUALIFICATIONS:

One year experience working in a Criminal Justice background

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)