

# Cole County Job Description

## JOB TITLE: DEPUTY JUVENILE OFFICER (COURT SERVICES)

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DEPARTMENT: Juvenile Division

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SUMMARY: The Deputy Juvenile Officer is the assistant to the Juvenile Officer of Court Services and is directly responsible to the Juvenile Officer, Juvenile Court Administrator and the Juvenile Court Judge. The Deputy Juvenile Officer is to be a working member of a professional team of juvenile officers and shall perform all duties and responsibilities in a professional manner as assigned by the Juvenile Judge, Juvenile Court Administrator and the Juvenile Officer/Director of Court Services. The Deputy Juvenile Officer is also responsible to the Chief Deputy Juvenile Officer and Deputy Juvenile Officer designated as a supervisor. Deputy Juvenile Officers shall be the provider of direct services to those children and families referred along and the staff to interact with other agencies to address all matters referred to the Prenger Family Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

**DEPUTY JUVENILE OFFICERS (general duties) shall:**

Assist the Juvenile Court Administrator and Juvenile Officer with implementing any new programs and maintaining existing ones.

Have a working knowledge and understanding of the statutes, Supreme Court rules, etc. that pertain to the juvenile court and related areas and apply those consistently and appropriately in the performance of their job duties.

Shall be available to respond to the needs of the court and Prenger Family Center after hours, weekends and holidays as cases and circumstances may require. Shall include working as a designated on-call person for periods of a seven consecutive day rotation.

Provide information pertaining to juveniles and other parties in a timely fashion to assist in preparation of the court docket of Cole County Juvenile Division, including any special settings.

Prepare petitions, court orders, and other necessary legal documents pertinent to this office. Shall use the Legal Counsel and Juvenile Officer as needed to prepare such pleadings/orders/documents and have these reviewed/approved by Juvenile Officer/designee and Legal Counsel.

Organize files, reports documents and other materials and other preparation necessary to be prepared to present a case to the court. Shall comply with report/file/pleading content requirements and time limitations as required by state statutes and Supreme Court Rules. Prepare and file all necessary documents, petitions, motions to modify, orders, notices, summons, appointment of Guardian ad Litem, and attend pre/post hearing meetings with Guardian ad Litem and other interested parties.

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**DEPUTY JUVENILE OFFICERS (general duties continued) shall:**

Provide technical assistance and be present as may be required to/with all law enforcement and other investigative agencies including the Department of Social Services, Children's Division, Division of Youth Services as well as other state and private agencies, attorneys, school systems, families and children.

Provide technical assistance and other investigative services as may be directed to the Court and further assist the Prosecuting Attorney's Office and Circuit Clerk's office in regards to child protection orders.

Educate, promote awareness and foster positive relations with the general public, private and public community organizations, etc. Facilitate awareness of the juvenile court and the Michael W. Prenger Family Center through education and awareness activities to include speaking engagements, appearances, participation in community activities and other opportunities that are available.

Maintain a current list of all their cases in a centralized location within the computer network that specifies if the case type is abuse/neglect, delinquency and/or status. Current case listing shall include those pending investigation, currently being processed by the on-call Deputy Juvenile Officer, those scheduled for a court appearance, those currently under informal or formal supervision and those under jurisdiction of the court.

Participate and be present during juvenile interviews/investigations when requested or as required in accordance with Deputy Juvenile Officer responsibilities.

Take protective custody of, detain or make other necessary placement of children requiring such placement for the protection of the juvenile or the protection of the community. Complete all applicable paperwork, in accordance to state law and Prenger Family Center policy, of these children where there is probable cause to believe that they are in imminent harm or danger, a risk to self, risk to others or other's property.

Transport children in custody when situations might dictate such to facilitate necessary care and treatment of the child.

Provide appropriate personnel with docket, case, referral and disposition information, in a timely manner for scheduling, statistical and placement purposes. Shall include entering data for charges, subsequent revisions, referral and dispositional information about a juvenile as may be required.

Attend training and continuing education annually as County budget may allow that is applicable to the juvenile justice field as may be arranged by supervisory or administrative staff with other training providers or provided at the Prenger Family Center.

Monitor and supervise their individual caseload. Shall provide assistance to each client/family to implement conditions of supervision or family plan for change or their obtaining other necessary services.

Supervise, monitor, contact and interact with the children on their caseload. Additional such contacts shall occur with children on their caseload who are in residence or detention at the Prenger Family Center.

Act as initial representative and liaison of the juvenile office as it pertains to cases involving the juvenile office, schools, victims, law enforcement agencies, Department of Social Services, Children's Division, Division of Youth Services, Department of Mental Health and other children/family service agencies.

Prepare for, attend and participate in all formal adjudications, jurisdictional reviews, family support team meetings other hearings and other meetings with families, children, victims and schools as appropriate to facilitating the progress of each case assigned that will include 24 hour meetings, 72 hour meeting detention and protective custody hearings.

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### DEPUTY JUVENILE OFFICERS (general duties continued) shall:

Maintain, and keep current, a contact/activity log in all active case files. All files shall be maintained in an orderly fashion and contain all pleadings, orders, reports, evaluations, school records, risk and needs assessments and other contents as directed by the supervisor.

Perform scheduled and unscheduled home visits, gather background information, communicate and work with school districts and other juvenile courts. Also communicate with the Office of Probation and Parole and Department of Correction facilities when the parents are incarcerated.

Provide assistance and support to co-workers when necessary, to see that matters are accomplished in a timely fashion, assuring access to the prompt delivery of appropriate services to children and families.

Perform all duties as assigned by the Juvenile Court Judge, Juvenile Court Administrator, Juvenile Officer/Director of Court Services, Chief Deputy Juvenile Officer/Assistant Director of Court Services and Supervisors of Abuse/Neglect and Delinquency Services.

Provide supervisory responsibilities of support or program staff specifically assigned to a program that a Deputy Juvenile Officer is assigned as that program's coordinator. This shall be in accordance with the organization's policies and applicable laws. These responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding/disciplining employees; addressing complaints and resolving problems.

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### ALL DEPUTY JUVENILE OFFICER POSITIONS SHALL HAVE THE FOLLOWING:

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree (B. A.) from four-year college or university in social work, psychology, criminal justice, family and child development or related behavioral sciences; or equivalent combination of education and related experience.

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence, such as letters, memos, petitions, motions, subpoenas, other legal documents, reports and evaluations. Ability to speak effectively one-on-one and in small group situations before clients, social workers, law enforcement officers, attorneys, doctors, therapists, co-workers, supervisors, judges and community groups.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER SKILLS AND ABILITIES:**

Knowledge of the statutes, Supreme Court rules, Juvenile Court case law, and other related administrative policies and procedures that pertain to the Juvenile Court and related areas.

Working knowledge of the functions of the Department of Social Services, Children's Division, Division of Youth Services, Department of Mental Health, Interstate Compact, Law Enforcement, etc.

Knowledge of the Missouri judicial system including the processes of the juvenile court and a working knowledge and other Divisions of the Circuit Court including their procedural processes.

Knowledge of the organization and functions of educational institutions, volunteer and civic organizations providing services to children and families of Cole County and similar groups interested in the well being of children and families.

Must have ability to establish and maintain positive cooperative relationships with other governmental entities, community and professional groups and others interested in the well being of children.

Must have ability to work cooperatively, tactfully and appropriately with employees, clients, agencies, courts, attorneys, schools, victims, service providers, media and the public.

Must have ability to communicate ideas clearly, both orally and in writing.

Must have ability to plan and organize working time effectively.

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Knowledge of the principles of organizational management, mediation and conflict resolution management along with skills to de-escalate hostile and angry individuals.

Must have ability to work independently while exercising good judgement in evaluating situations and making decisions.

### PHYSICAL DEMANDS:

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands and fingers to handle and/or feel general office equipment, restraint of individual, handcuffs, keys, mace, two-way radio, and urine test. The employee is frequently required to reach with hands and arms, talk, hear, taste and smell. The employee is occasionally required to stand and walk.

Must be able to be present during the collection of urine samples for drug testing purposes.

Must be able to physically restrain individuals and use physical restraints to protect the individual from self harm or harming others.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT:

The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

The employee may encounter individuals in meetings, at court or other public settings who display or express anger, displeasure and hostility toward the employee.

**I have read and clearly understand the job expectations for the position of Deputy Juvenile Officer (Court Services). I understand that these are the duties to be considered in my service rating.**

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Date

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Employee Signature

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Date

\_\_\_\_\_  
Juvenile Officer (Court Services)

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Date

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Juvenile Court Administrator