

## **Loudon County Juvenile Services**

### **Job Description**

**Position:** Juvenile Justice Officer (fluent in Spanish)

**Educational Requirements:** Applicants must have 60 semester or 90 quarter hours of coursework in areas such as Social Services or Criminal Justice.

#### **Specific Job Requirements:**

- Knowledge of federal, state, local laws, regulations, and guidelines pertaining to juveniles, school attendance, confidentiality, truancy, and custodianship.
- Effectively interact, establish rapport with staff, and provide guidance for children and their families.
- React quickly in crisis, diffuse potentially volatile encounters, and make appropriate decisions based on the dynamics of the situation(s).
- Prioritize and organize personal time and activities to meet multiple and varying job demands.
- Obtain and have in possession a valid driver's license, as well as a source of transportation.
- Participate in on-site and off-site training as directed.
- Responsible for supervision of children that have received Informal Adjustments and Court Ordered Probation.
- Conduct bi-weekly probation meetings with child/family, and verify that child is obeying the rules of probation.
- Prepare recommendations and court orders for Juvenile Court. Keep and update each child's file after court appearance.
- Conduct Intake, Disposition, and Detention Studies to present at Juvenile Court.
- Participate in the Intake/Arraignment process on a weekly basis.
- Serve as the On-Call Person on a rotating schedule, and be available to assist officers with any juvenile.
- Determine the appropriate level of intervention and coordinate support services to achieve assigned goals.
- Perform any other job related specific duties when instructed by Director.

#### **Procedures for Determining Salaries:**

- Salaries are based on a step system. There are three distinct Juvenile Justice Officer Levels.
- The salary range for Juvenile Justice Officers is \$35,000.00 - \$50,000.00.

#### **Performance Reviews:**

- Through individual evaluation, the Director decides if an employee has attained the qualifications and job performance to meet the next step level. All promotions or merit raises are then based on availability of appropriated funding by the County Commission and the recommendation of the Director.