

OPENING FOR LOUDON COUNTY
JUVENILE YOUTH SERVICES OFFICER

(Deadline to submit Resume and Transcripts: August 15, 2025 at 4:30 p.m.)

The Loudon County Juvenile Court Judges are seeking applicants to fill the position of Youth Services Officer (YSO). The position is hired and supervised by the Loudon County Juvenile Court Judges. The educational requirements, and job description are set forth below. All candidates are subject to a background check. Please submit resumes and college transcripts by mail or e-mail to:

Judge Henry E. Sledge Jr.

Loudon County General Sessions/Juvenile Court

12680 Highway 11 W, Ste. 10

Lenoir City, Tennessee 37771

kim.nix@tncourts.gov

Educational Requirements: Candidates must have completed 60 semester hours or 90 quarter hours of undergraduate credit from an accredited college or university with the major area of study in criminal justice or a social science related field.

Experience: Candidates must have 3 to 5 years of experience working with Juveniles. Candidates shall have a working knowledge of pertinent local, state and federal laws. Have a proven ability in both the written and oral forms of communication, and a displayed ability to work with the public in a courteous and firm manner.

Distinguishing Features of the Position: The YSO shall serve as the head of the Juvenile Department. Provide administrative, operational, training and budgetary supervision of all Juvenile Department Services in Loudon County. Establish, implement and work under budgetary constraints. Hire qualified employees to fill approved positions. Oversee and provide training for employees. Initiate proposals and seek grants for funding for juvenile services programs.

Responsibilities: The YSO's duties include, but are not limited to, the following: (1) Intake duties including receiving and examining complaints and allegations of delinquency and unruly behavior for the purpose of conducting a preliminary inquiry; (2) Counseling; (3) Record keeping and transmitting information as required by this part or by law to the commission on children and youth or the office of the executive secretary of the Tennessee council of juvenile and family court judges; (4) Make investigations, reports and recommendations to the judge having juvenile jurisdiction; (5) Make appropriate referrals to other public or private agencies; (6) Make predisposition studies and submit reports and recommendations to the court as required; and (7) Perform other functions as directed by the court or by law. These duties are set forth in Tennessee Code Annotated §37-1-106.

Additional Responsibilities: The YSO shall provide services to the Loudon County Juvenile Court; Sheriff's Department; Loudon and Lenoir City Police Departments, Tennessee Highway Patrol, and all other law enforcement agencies. Assist and work with all county and city schools, the Department of Children's Services and all citizens who are in need of Juvenile Services. Shall, in conjunction with Loudon County and Lenoir City school attendance teachers, establish, administrate, and oversee a Truancy Board.

Conduct of Youth Services Officer: The YSO will be directly supervised by the Loudon County Juvenile Court Judges. The Rules of Judicial Conduct state that individuals subject to the judge's direction and control are to act in a manner consistent with the Judge's obligations under the Rules. Therefore, the YSO shall avoid impropriety and even the appearance of impropriety, on the job, and outside of work. The YSO shall also be patient, dignified and courteous to litigants, witnesses, attorneys, court staff, court officials and others whom the Youth Services Officer deals with in an official capacity.