

**INGHAM COUNTY  
JOB DESCRIPTION**

**ASSISTANT FAMILY DIVISION ADMINISTRATOR**

**General Summary:**

The Assistant Family Division Administrator, under the direction of the Deputy Court Administrator/Family Division/FOC, is responsible for the supervision of the following units of the Juvenile Division of the Court: the Youth Center, Intake/Delinquency, Intensive Probation, In-Home Detention, Programs, Neglect, Foster Care, and Juvenile Records. This position oversees personnel matters in the Juvenile Division including hiring, training and discipline. This position plans, develops and implements policies and procedures for the Juvenile Division, subject to the approval of the Administrator. The Assistant Family Division Administrator is also the direct supervisor of the Intake/Delinquency Unit which includes legal handling of all petitions assigned to the Intake Referees, supervising and monitoring all informal and formal delinquency cases, all custody, release and placement decisions, and Juvenile Division Programs.

**Essential Functions:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Assumes all casework supervisor responsibility for the Intake/Delinquency Division. Regularly review staff delinquency caseloads to evaluate appropriateness of caseplans and treatment goals. Evaluates employee performance and imposes disciplinary actions when necessary.
2. Supervises and monitors Family Court programs, including Crossroads, Teach and Reach, Community Services, Youth Attention Program, and the Michigan State University Diversion Project.
3. Monitors and oversees the operations of the Youth Center, Intensive Probation, In-Home Detention, Neglect, Foster Care and Juvenile Records. Develops policies and procedures for these divisions of the Court and implements them with the approval of the Family Division Administrator.
4. Assigns petitions to Court Intake Referees and monitors all legal matters at the Intake level to assure petitions are being handled appropriately and in a timely fashion. Serves as referee for Review hearings and Preliminary Inquiry hearings. Responds to after-hours calls, i.e., custody request from law enforcement and Protective Services after normal work hours.
5. Makes placement decisions including detaining youth who have committed serious and violent crimes, placing children in foster care for neglect or abuse, determining when youth require placement in private residential or State facilities.
6. Assists the Juvenile Court Officer staff through individual and group conferences in analyzing difficult case problems and recommending appropriate treatment and therapy programs, utilizing knowledge gained through continual contacts with treatment resources.

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7. Reviews and responds to reports prepared by the Juvenile Court Officers and Senior Juvenile Court Officers such as investigations, reports for Court hearings, petitions to dismiss cases under the Court's jurisdiction, and petitions to change placement of children under the Court's supervision.
8. Responsible for interviewing new applicants for Family Court positions and making recommendations to the Family Division Administrator for hiring of such staff.
9. Responsible for the initial orientation and training of new Juvenile Court Officers and assisting in the presentation of continuing in-service training programs.
10. In the absence of the assigned Juvenile Court Officer, consults with juveniles, parents and other involved individuals or agencies and responds to emergency calls. May substitute for assigned Juvenile Court Officers and Senior Juvenile Court Officers at Court hearings.
11. Serves as liaison with other units of government and community agencies, assisting in the planning and implementation of new juvenile justice initiatives.
12. Assists in planning making budget recommendations (personnel, programs, and materials) for the unit to the Family Division Administrator.
13. Coordinates with the Youth Center Director, Shift Supervisors and Delinquency staff in the daily monitoring of the Youth Center population. Authorization of release from detention when necessary to maintain Youth Center capacity limits.
14. In the absence of Family Division Administrator, perform related duties as required.

### **Other Functions:**

15. None listed.

### **Employment Qualifications:**

**Education:** Bachelor's Degree in Human Services related fields and majors required. Desired areas of study include: Social Science, Sociology, Psychology, Criminal Justice, Social Work, and Family Life Sciences, or other related areas

**Experience:** Must have a minimum of six years of related experience in dealing with issues of an "at-risk youth" case load. Prior Court work experiences desired.

### **Other Requirements:**

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements:** (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

With or without accommodations, is required to do considerable reading and speaking. Position requires frequent verbal interaction with others, both on telephone and personally to individuals and groups of people. Capabilities of operating a standard telephone system, dictation equipment, and word processor are required.

**Working Conditions:**

Works in office setting and the courtroom.

Exposure to youths with various emotional problems and/or violent youths and their parents.

September, 1999

