

**INGHAM COUNTY
JOB DESCRIPTION**

JUVENILE COURT OFFICER/FAMILY COURT

GENERAL SUMMARY:

A Juvenile Court Officers responsibilities are: 1) to investigate and prepare written documentation and recommendations for the Court; 2) establish, implement and monitor treatment programs; and 3) supervise and counsel assigned minors and their families. The Juvenile Court Officer serves as a liaison between various professionals and agencies providing treatment services.

TYPICAL DUTIES:

1. Conducts investigations on delinquent or neglect cases initiated on apprehension and/or referral to the Court in order to develop a social history, make observations on the family situation, and develop a caseplan for each case.
2. Analyzes case histories, observations, other available information and also does a factual investigation of actual charges to determine the problem behavior regarding the child and the parents, and makes recommendations on a treatment program designed to ameliorate or eliminate the problem.
3. Is immediately responsible for the minor's custody (physical placement) as soon as a minor enters the Court system. Recommends appropriate changes of placement to the Judge or referee. Sets up and monitors all visitations.
4. Provides supervision and counseling of minors and parents regarding family problems and conflicts.
5. Attends all hearings of assigned minors, both contested and non-contested Preliminary Hearings, Pre-Trial Hearings, Dispositional Hearings, Show-Cause Hearings, and Case Reviews of minors on their caseload. Testifies regarding the facts of the charge(s) and makes recommendations to the Judge or referee at disposition.
6. Monitors regular visitations of minors and parents and assesses their academic and Court ordered treatment program's progress.
7. Arranges for medical and dental care of clients.
8. Maintains regular contacts with other agencies such as schools, police, public and private social agencies who may have involvement.

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9. Prepare comprehensive investigation and hearing reports.
10. Maintains a current log of all contacts and keeps case files up-to-date. Prepares a variety of petitions regarding assigned cases. Also serves legal papers such as court orders and summons.
11. Transportation duties include physically transporting clients and/or their families to court facilities, appointments, hearings, community service assignments, institutions or other such places deemed necessary.
12. Attends regularly scheduled staff meetings and in-service training sessions.
13. Supervision and evaluation of volunteer probation officers, tutors, and student interns performing field work responsibilities at the Court.
14. Uses independent judgment to screen clients for appropriate treatment programs such as Intensive Probation Services, Crossroads, Michigan State University Diversion Program, Intensive Neglect Services, and various community services agencies.
15. Uses independent judgment in unusual and crisis situations as it relates to neglect and delinquent children and families. May be required to physically restrain aggressive and/or hostile clients.
16. Interviews prospective foster parents and relatives, making recommendations for placement.
17. Complies with Victim Rights laws, contacts and restitution negotiation, and collection.
18. Co-leads support groups for target populations providing intensive intervention and rehabilitation and assists other community service agencies.
19. Participates as leaders in Summer Enrichment Programs for Court wards.
20. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

With or without accommodations, this employee will be required to visually scan, review and read legal documents to individuals and associated parties during investigations. Must be able to listen to statements and make a written record of their findings. Use of a standard voice telephone system for communication with the general public is required. Must be physically able to access public and private facilities and residential homes.

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DEGREE/EXPERIENCE:

Bachelor's degree or graduation from 4-year college required. Training in Behavioral Sciences, Criminal Justice, Family Sciences or related fields of study highly preferred. Must submit college transcripts. Must have at least 19 to 24 months previous and related work experience in dealing with delinquent/at risk youth. Experience in dealing with the Michigan Juvenile code helpful. Must have good analytical and public relations skills.

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The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.