

**INGHAM COUNTY
JOB DESCRIPTION**

SENIOR JUVENILE COURT OFFICER / FAMILY COURT

GENERAL SUMMARY:

The Senior Juvenile Court Officer is assigned to a specific division and carries out all the duties of a Juvenile Court Officer. Their responsibilities are: 1) to investigate and prepare written documentation and recommendations for the Court; 2) establish, implement, monitor and serve as contact person for treatment programs; and 3) supervise and counsel assigned minors and their families. In addition, these employees are assigned to families with the most serious, chronic problems which require a great deal of knowledge and expertise. The Senior Juvenile Court Officer may also serve as a referee for Preliminary Hearings, Inquiries, and other assigned programs or duties.

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 and make observations on the family situation.
2. Analyzes referrals' social 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. Determines appropriateness of the referral/placement and recommends appropriate changes of placement to the Judge or referee. Sets up and monitors all visitations, and group home meetings where applicable.
4. Provides supervision and counseling of minors and parents regarding family problems and conflicts.
5. Attends 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 progress in their Court ordered treatment programs. Coordinates program efforts with staff to assure physical and emotional needs are met.

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7. Arranges for clothing, medical and dental care of clients, and placement when appropriate.
8. Maintains regular contacts with other agencies such as schools, police, public and private social agencies who may have involvement, and visits delinquent minors at Youth Center as necessary.
9. 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.
10. Transportation duties include physically transporting clients and/or their families to court facilities, appointments, hearings, group activities, institutions or other such places deemed necessary.
11. Attends regularly scheduled staff meetings and in-service training sessions, as well as staffing for potential candidates, if required.
12. Supervision and evaluation of volunteer probation officers, tutors, and student interns performing field work responsibilities at the Court.
13. 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. Also determines detention for juveniles violating program guidelines or requirements. Writes petitions of violations and waiver summaries as necessary.
14. 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.
15. May serve as a referee for Preliminary Hearings, Inquiries, weekend duty or other assigned programs. Is responsible to determine custody of neglect or abuse minors and detention of delinquent youth.
16. As a Senior Juvenile Court Officer; guides lower classified employees in the procedural and technical aspects of intake, investigation and supervision. Is available for consultation and guidance to less experienced workers.
17. Utilizing a thorough knowledge of available resources gained through experience, assists lower classified caseworkers in the development of therapy programs.

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18. Substitutes for the Casework Supervisor in his/her absence, assuming the daily supervisory responsibilities of that position.
17. Utilizing a thorough knowledge of available resources gained through experience, assists lower classified caseworkers in the development of therapy programs.
18. Substitutes for the Casework Supervisor in his/her absence, assuming the daily supervisory responsibilities of that position.
19. Contacts victims to establish appropriate restitution and/or community service for delinquent minor.
20. Conducts investigations and provides courtesy supervision / intervention for County/State departments.
21. Must be capable of performing any of the specific responsibilities of the Senior Juvenile Court Officer or Juvenile Court Officer in the different divisions of the Court: Intake, Delinquency, Neglect, Foster Care, Intensive Probation Services, Intensive Neglect Services, and Crossroads.

ESSENTIAL JOB FUNCTIONS: With or without accommodations, this employee will be required to visually scan, review and read legal petitions to individuals and associated parties during intake hearings. Must be able to listen to testimony 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. Must be physically and mentally able to handle a rotational weekend on call schedule which includes a 24 hour a day emergency on call duty.

DEGREE/EXPERIENCE: Must be a graduate of a 4 year college program, Bachelor's degree in Social Science or related area preferred. Must submit college transcripts. 19 to 24 months previous and related work experience required. Good writing and analytical skills required.

5/98 - ADA

THIS IS A CAREER LADDER POSITION. IF MORE THAN 3 APPLICANTS FROM WITHIN THE BARGAINING UNIT APPLY, REFERRALS OF OUTSIDE APPLICANTS WILL BE EXCLUDED.

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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.