

CASS COUNTY JOB DESCRIPTION

JUVENILE PROBATION OFFICER/REFEREE

Supervised by: Attorney Referee/Consent Caseload Supervisor and Probate/Family Court Judge

Supervises: None

Position Summary:

Under the supervision of the Attorney Referee/Consent Caseload Supervisor and Probate/Family Court Judge, investigates assigned juvenile delinquency cases and recommends appropriate disposition. Monitors assigned probationers, maintains case documentation and performs other functions related to case supervision. Also serves as Referee presiding over delinquency matters.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Investigates assigned juvenile delinquency cases, interviews law enforcement officers, clients, victims, school officials, client's family and agencies involved with client. Reviews incident reports and police records, assesses home environment and obtains other relevant information necessary for a dispositional recommendation.
2. Administers random urine screens and preliminary breath tests as a certified operator and completes DNA testing.
3. Completes sex offender registration and sex offender duty form with client and parent/guardian and submits information to the State of Michigan. Schedules HIV/STD testing appointments with the local health department.
4. Coordinates community service for youth with various agencies and may supervise youth during completion of community service.
5. Performs duties of Certified Electronic Operator.
6. Completes livescan fingerprinting for adjudicated youth and submits to the State of Michigan.
7. Assesses information obtained during investigations and recommends the most appropriate disposition, including placement, treatment plans and other relevant terms and conditions.

8. Meets weekly with assigned probationers to discuss and monitor compliance with terms and conditions of probation. Obtains, reviews and discusses attendance records, treatment status/progress reports with school officials, treatment agencies and others involved with probationers.
9. Advises youths and their families about basic employment, family relationship and educational issues. Makes referrals to outside agencies for counseling and treatment as necessary.
10. Responds to crisis and emergency intake situations and determines the most appropriate response in accordance with case history and court policies and procedures.
11. Consults with child care facility staff, treatment agency staff and others regarding the status, needs and progress of assigned youths. Participates in development and modification of treatment plans.
12. Appears and testifies in court regarding case investigations and recommendations.
13. May act as Referee, making decisions at court and placement hearings.
14. Transports youth to various court-ordered events.
15. Coordinates the Teen Jury program.
16. Documents interaction with probationers, probationers' families and others involved with probationers, including telephone calls, visitation and other relevant contacts during case supervision. Establishes and maintains personal files and contact sheets for each case.
17. Meets with youth in violation of court ordered terms and conditions of probation and attempts to obtain voluntary compliance. Initiates the issuance of show-cause notices and bench warrants for violations of terms and conditions of probation.
18. Conducts preliminary inquiries, preliminary hearings and consent hearings as authorized by statute and the Judge.
19. Conducts traffic arraignment hearings, administers oaths, accepts pleas, questions witnesses, hears testimony and recommends dispositions.
20. Serves in an on-call rotating capacity as primary person for obtaining after-hours authorization for placement of delinquent or neglected children. May discuss with law enforcement and determine not to seek placement of delinquents.
21. Interacts regularly with the Department of Human Services, foster parents/families, Court staff and other agencies regarding problems, placement of youth and other related matters.
22. Communicates with the Department of Human Services Protective Services, law

enforcement agencies, schools, and other agencies to facilitate coordination and cooperation in the delivery of Juvenile Court services and to address case-related issues and problems.

23. Oversees the staff and activities of the Home Detention and Electronic Monitoring components of the Intensive Probation Program, including screens, monitoring performance and processing vouchers of payment for RDSS workers. Schedules and attends electronic monitoring installation and communicates with the Michigan Department of Corrections regarding client schedules and violations while under electronic monitoring supervision.
24. Destroys records and closes or dismisses records according to dates filed as indicated.
25. Assists Juvenile Register/Financial Officer/Recorder in the collection of costs, fines and restitutions and provides backup as needed.
26. Represents the Probate/Family court at school functions with law enforcement and other events and meetings as needed.
27. May serve as a Referee in delinquency proceedings at preliminary hearings and inquiries.
28. Performs other duties and responsibilities as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor Degree in social sciences or a related human services field or related field.
- One year of prior experience, including internships and on-the- job training, in counseling, mental health, correctional, substance abuse agency or related area preferred.
- Completion of the Michigan Judicial Institute Certification Training for Juvenile Court staff within two years after date of employment.
- Michigan Vehicle Operator's License.
- Demonstrated knowledge of the juvenile justice system and children's services programs.
- Demonstrated knowledge of legal research, document production and courtroom presentation.
- Ability to effectively interview clients and the ability to obtain information from and interview juveniles, witnesses and family members.

- Ability to deal effectively with the public in situations of a difficult and sometimes volatile nature.
- Ability to use photographic, audio and video equipment.
- Ability to communicate effectively, verbally and in writing, and the ability to pay attention to detail.
- Ability to maintain office confidentiality and handle stressful situations.
- Demonstrated ability to maintain professional integrity and respect for colleagues, co-workers, victims, witnesses, survivor families and the public.
- Ability to use office equipment such as telephone, fax machine, calculator, Dictaphone and computer software, including word processing, database, financial, desktop publishing and electronic mail/Internet/world wide web.
- County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.
- County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all County positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and to use hands to finger, handle, or feel objects, tools or controls. The employee is often required to talk or hear and view written documents. The employee is required to walk or stand and reach with hands and arms. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of the courtroom setting. The employee must occasionally lift and/or move objects of light weight. The noise level in the work environment is typical of a courtroom, ranging from quiet to moderate.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: _____ Revision History: _____