



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Juvenile Justice Supervisor
Department: Juvenile Justice
FLSA Status: Exempt
JWC Code: 8810
Effective Date: July 1, 2016
Last Revised: May 1, 2016
Pay Grade: NU 15
Union: Non-Union (Supervisory)

SUMMARY

Responsible for the supervision and management of the daily activities of the Juvenile Justice Court and Field Services Units, which administers probation supervision and court hearings. Position also supervises the casework and personnel associated with Formal Accountability Agreements. Work is performed under the general direction of the Juvenile Justice Director who reviews work primarily on the basis of results attained and for conformance to departmental goals, policies and procedures, as well as to state and federal regulations. May supervise individuals on probation within the constraints of court orders including performing investigations, preparing written reports and making recommendations regarding individuals falling under the jurisdiction of the court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Supervises employees including assigning and reviewing work, scheduling and approving time off, training, evaluating performance, taking necessary disciplinary action, and effectively recommending on hiring and termination decisions.
2. Provides technical and/or professional assistance to, and problem solves with staff on difficult cases as necessary.

3. Audits caseloads for data entry, documentation and contact standard compliance.
4. Evaluates, develops and recommends department policies and procedures for areas of responsibility.
5. Represents the department at various meetings as assigned by the Director.
6. Develops training curriculum and train staff accordingly.
7. Monitors and assists in meeting the terms of intergovernmental agreements, and contracts, with the State of Oregon and other agencies.
8. Participates as part of the department management team in planning for program development and implementation, and staffing and budgetary concerns.
9. As assigned, provide supervision to individuals on probation within the constraints of court orders including performing investigations, preparing written reports and making recommendations regarding individuals falling under the jurisdiction of the court.
10. Provide direct supervision to on-call Transport Officers and Community Service Supervisors.
11. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises Probation Officers, and on-call staff. Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; effectively recommending on hiring, rewarding and disciplining employees; addressing complaints and resolving problems. Performs the duties of the Department Head in the Director's absence.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent in criminal justice, human services, or related field; and five years related experience and/or training; or equivalent combination of education and experience. Requires thorough knowledge of the juvenile justice system, including probation practices and philosophy, principles and methods of modern juvenile justice administration; federal, state and case law pertaining to juvenile justice; the concepts and principles of human behavior and adjustment problems in youth offenders; and substance abuse issues. Considerable knowledge of the principles of supervision and best practices. Some knowledge of budgeting and recordkeeping preferred. Knowledge of Defensive Tactics, Field, Safety, and Court Protocols preferred. Experience in Specialty assignments including Sex Offender Supervision, Domestic Violence, Gender Specific, and Fire Setting also preferred.

JOB IMPACT

Consequences of error could include exposure to litigation, financial losses, and public embarrassment.

JOB CONTACTS

This position requires working with individuals on probation. The incumbent must work closely with the courts, law enforcement personnel, service providers, and other agencies to address the needs of the community in regards to issues involving individuals accused or adjudicated for criminal behavior.

LANGUAGE SKILLS

Ability to explain state and federal regulations and requirements, while being sensitive to the needs, feelings and attitudes of the public. Also required to effectively deal with hostile probationers and defuse explosive situations. Ability to plan, organize and direct the work of others to meet overall objectives and goals; assist in formulating goals, objectives and programs to address the needs and concerns of the community; communicate effectively both verbally and in writing; establish and maintain a positive working relationship with juvenile justice partners and service providers. Ability to research and prepare grant applications and other written documents; read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; and effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to interpret and apply laws, regulations and court decisions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to maintain composure and calm others in emergency situations. Incumbent encounters multiple situations around the application and enforcement of the conditions of supervision, custody, use of force, detention of offenders without bail, recommendations regarding sentence dispositions, personnel issues and fiscal constraints. Responses to these problems may require referring to departmental policies and procedures, federal and state law, case law, and judicial and community standards.

CERTIFICATES, LICENSES, REGISTRATIONS

Oregon Driver License, Basic and Intermediate Skills Training through the Oregon Juvenile Department Director's Association within the first year of employment.

BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and a background investigation, including criminal background investigation. Conviction of a crime may disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuou s 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 100			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe:	
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:	
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:	

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>