**Elmore County**

**Class Specification**

**Juvenile Community Service Work Crew Officer**

Pay: $14.71 per hour

FLSA Designation: Non-Exempt/Part Time Effective date: 10-2019

**General Statement of Duties**

Performs a variety of administrative and professional duties as needed to manage juvenile offenders assigned to perform community service hours on a work crew; performs related work as required.

**Classification Summary**

The principal function of an employee in this class is to supervise juveniles ordered to perform community service work, document hours performed, and ensure the safety of all juveniles assigned. The Community Service Work Crew Officer transports juveniles in a safe manner in a county owned 12 passenger van. The work includes maintaining positive behavior of the juveniles in a group setting. The community service officer works closely with other members of the juvenile probation department and must follow program guidelines and all agency policy and procedures. Work is performed under the general supervision of the Chief Juvenile Probation Officer. Working independently on weekends is required as part of this job and may be called upon to fill in on non-regularly scheduled days as needed.

**Examples of Duties** (Illustrative Only)

**Essential Duties and Responsibilities**

* Supervises juveniles assigned to perform community service work in a group setting;
* Documents hours performed by juveniles and work sites;
* Must safely operate a 12 passenger vans with juveniles as passengers;
* Must have general knowledge of various work tasks, such as cleaning, landscaping, gardening and various other tasks with knowledge of safely operating tools such as shovels, rakes, painting and cleaning supplies;
* Collaborates with various agencies on work sites and solicits projects from governmental and non- profit agencies for work to be performed;
* Evaluates the performance of juveniles assigned to work crew;
* Performs other duties as required.

**Required Knowledge, Skills and Abilities**

Knowledge of:

* General knowledge of juvenile justice system and purpose;
* Safe operation of vehicles, traffic laws, including operation of 15 passenger van;
* Verbal de-escalation techniques;
* The operation of various hand tools used for landscaping, cleaning and other projects;
* Motivational verbal instruction techniques to adolescents;
* Problem solving, planning and goal setting techniques;
* Small project development and management;
* Operate a computer and a variety of office equipment.

Ability to:

* Understand and follow program guidelines and policies and procedures of agency and county;
* Understand and follow oral instructions in a courteous manner;
* Create, prepare and maintain various documents, including data spreadsheets;
* Communicate effectively, both verbally and in writing;
* Maintain confidentiality of verbal and written communications;
* Develop and maintain a harmonious relationship with juveniles, agency staff, critical stakeholders and others;
* Perform all tasks with integrity, ingenuity, and inventiveness.

**Acceptable Experience and Training**

* High school diploma and any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

* Valid Idaho Driver’s License
* Must be able to pass a background check and drug test
* Must be at least 21 years of age

**Essential Physical Abilities**

* Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
* Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to prepare, process and maintain various documents and reports and monitor client compliance;
* Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle, computer equipment and other office equipment;
* Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting and travel to various work sites for client performance of community service and compliance. The employee may occasionally be exposed to agitated/aggressive people.

**Elmore County is an Equal Opportunity/Affirmative Action Employer. We actively promote a drug-free workplace.**