



Seminole County Sheriff's Office

SR JUVENILE INTERVENTION OFFICER

Class Spec Code: 1070

Established Date: 06/22/2023

Last Revised Date: 08/25/2023

Effective: 08/25/2023

Salary Range

\$21.97 - \$32.96 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Responsible professional work involving detention screening, intake and case management of juvenile offenders.

Typical Duties

Note: Listed functions, duties, responsibilities and skills are not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Provides direct supervision to juveniles who are on probation, conditional release, post commitment probation or committed to the Department of Juvenile Justice.

Initiates contact with juveniles and parents at their home, school, or work locations. Facilitates juveniles in completing their court ordered sanctions and ensures compliance with Youth Empowered Success Plans (YES).

Prepares and maintains administrative documentation as required; into the Juvenile Justice Information System (JJIS); maintains compliance in the JJIS to include; charges, dispositions, adjudications, demographics, education, and alerts or special needs; make appropriate referrals and recommendations as identified by the Positive Assessment Change Tool (PACT), Treatment Alternatives for Safer Communities (TASC), and other assessments. Ensure compliance within PACT, Detention Risk Assessment Instrument (DRAI), Suicide Risk Assessment and the State Attorney Recommendations.

Prepares various specialized and statistical reports as required including assisting in daily, monthly and annual data collection.

Develops and maintains relationships with judicial, law enforcement, schools, social and civic organizations.

Prepares court orders and documents which includes but not limited to: pre-disposition reports, violations of probation, violations of conditional release, order to take into custody, interstate/intrastate compact reports, out-of-state travel permits, transfer packets, request for courtesy supervision, requests for termination from probation/CR, and requests for release from the Global Positioning System.

Makes recommendations to the state attorney's office concerning judicial or non-judicial alternatives.

Reviews screening packet information prior to court if the supervisor is not available. Takes leadership role in absence of supervisor.

Ensures proper documentation of juveniles that are at the Juvenile Assessment Center for longer than six (6) hours if applicable to the job assignment.

Performs all other duties as assigned or required.

Minimum Qualifications

- Five (5) years of continuous service at SCSO as a Juvenile Intervention Officer
- Must have been rated Meets Standards or higher overall on the most recent Performance Evaluation
- Must have had no verbal or written reprimands within the last year to include formal corrective action plans
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of interviewing and counseling techniques. Ability to provide counseling and guidance services; to conduct and document interviews; to make recommendations concerning the documentation, processing and disposition of delinquent juveniles; to work independently without constant supervision; to communicate both orally and in writing; to understand interpret and

implement policies, law and procedures in regards to Florida Statute Chapter 985; to plan, organize, prioritize and coordinate work assignments.

WORKING CONDITIONS

The work environment for this position involves direct contact with arrested, truant and runaway juveniles. Depending on job assignment the majority of the work is performed in either an office setting or has a heavy emphasis in field investigations. Job assignment may require court attendance and may include driving an agency vehicle. Work is performed twenty four hours a day, seven days a week and may require the incumbent to work varied hours.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility -Frequent sitting and standing for extended periods of time; some stooping, bending, climbing stairs and running; constant use of a computer

Lifting -Able to lift 25 pounds

Visual -Constant overall vision; constant color perception, constant eye-hand coordination; frequent reading/close-up work

Dexterity -Frequent repetitive motion and reaching

Hearing/Talking -Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio

Emotional/Psychological - Potential contact with hostile individuals; direct juvenile inmate contact, exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-

making and concentration

Special Requirements -Ability to behave respectably and with utmost integrity even when off duty. Work may including working weekends, nights, holidays, and/or overtime or call outs; May be required to respond for any critical incident, manmade or natural

Environmental - Exposure to varied weather conditions