



## Seminole County Sheriff's Office

### JUVENILE INTERVENTION OFFICER

Class Spec Code: 1060

Established Date: 10/14/2020

Last Revised Date: 01/12/2022

Effective: 11/18/2022

#### Salary Range

\$19.97 - \$29.96 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.

### **Minimum Qualifications**

- Bachelor's Degree in Education, Guidance/Counseling, Social Work, or a closely related field
- Consideration may be given to equivalent combination of related training, education and experience
- Must become NCIC/FCIC certified via an FBI background screening and FDLE qualification examination within six (6) months of employment
- Must be able to complete PAR training within six (6) months of employment
- 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