



JUVENILE COURT COMMUNITY SERVICES WORK CREW OFFICER

Department: Juvenile Court
Job Class #: 215800
Pay Range: General 14

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: Supervise up to six juvenile offenders performing community service assignments by the Diversion Program or Juvenile Court.

Accountability

This position is directly accountable to the Supervisor of the Diversion Unit.

ESSENTIAL FUNCTIONS:

Duties include, but are not limited to the following:

- Drive and maneuver an 8-15 person van.
- Schedule juveniles for community service crew(s) and provide written documentation of completion or termination to assigned Probation Officers.
- Instruct juvenile crew members on program protocols, work crew requirements and expectations.
- Upgrade and develop community service work sites.
- Insure work site and equipment safety procedures are followed.
- Documents concerns and issues regarding work crew participant's behavior/attitude and present same to the Supervisor of the Diversion Unit.
- Coordinate activities with other community agencies.
- Maintains detailed documentation of work crew activity, project status, and equipment condition.
- Follow up with community service sites to ensure job satisfaction.
- Maintains weekly and monthly statistical reports.

OTHER JOB FUNCTIONS:

- Performs other job functions as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Working with and motivating juvenile offenders.
- Good organizational, communication, and writing skills.
- Establish and maintain effective working relationships with staff, offenders, other agencies, and the public.
- Basic principles of supervision.
- Basic counseling methods and techniques.
- Safety standards and precautions.
- Criminal justice system and community resources.

JUVENILE COURT COMMUNITY SERVICES WORK CREW OFFICER

Classification Description - Pierce County

Page 2

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to:

- Communicate with youth of various cultural background/ethnicity.
- Conduct/teach employment readiness components of program.
- Supervise, interact, and motivate small groups of juvenile offenders for a full work shift under all weather conditions on a daily basis.
- Establish appropriate boundaries, communicate same, responding and recommending action, commensurate with an infraction.
- Evaluate work projects for necessary equipment, timelines, and assignment of tasks.
- Perform the physical demands of the work involving walking, climbing, lifting up to 50 lbs., and manipulating equipment.
- Set, communicate, and enforce limits.

Skill in:

- Operating and maintaining small equipment and tools required for outdoor projects (including, but not limited to lawn mowers, power washers, trimmers, etc.)
- Landscaping, construction, painting, forestry or other related outdoor work.
- Operating and maneuvering a large van.

MINIMUM REQUIREMENTS TO APPLY:

- Must have a valid Washington State Driver's License.
- Must possess a current First Aid/CPR training card.
- Must pass a Pierce County Juvenile Court background investigation, including a polygraph.