

NOTICE OF JOB OPENING FORM

Supervising elected official: Judge Troy B. Braswell, Jr.

Fund Number: 1000

Department: 0402

Budget Line Item: 1109

Rate of pay: \$40,000.00

Working hours: M-F 8:00-4:30

Job Title: Juvenile Officer

Job Description:

Become a certified Juvenile Officer within one year. Ability to supervise both probation and FINS cases professionally and ensure juveniles and their families are compliant with court orders. Conduct regular office meetings, school appointments, and home visits as needed. Act as a liaison between juvenile, school, treatment providers, DHS, and any other organization involved in the rehabilitation of the juvenile. Record data and progress of juveniles in Contexte. Administer drug screens. Create court reports and submit to attorneys for court proceedings in timely manner. Performs validated risk assessments of alleged delinquent youth and prepares court reports with proper spelling, punctuation, and grammar. Communicate with local law enforcement upon juvenile contact due to violation of state and federal laws. Communicate with juvenile detention center to detain juveniles for court proceedings if required. Duties assigned to employees in the job title vary according to division assignments and or allocation of workload. Attend juvenile officer trainings to maintain certification.

Education:

A bachelor's degree AND one year of experience in a social service, community corrections or juvenile agency that deals with offenders or disadvantaged persons. Internships may be counted toward meeting one year's experience based on actual hours completed when the duties performed were related to the field of juvenile justice; OR

A bachelor's degree and one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by the Faulkner County Juvenile Court.

A combination of work and education may be used at the Judge's discretion to substitute for the above requirements.

Skills and knowledge:

- Proficiency with computer programs such as Word and Excel. Contexte and Arkansas Court is preferred but not required.
- Excellent verbal and written communications skills.
- Excellent verbal and written communication skills required in English and Spanish.
- Bilingual and ability to read, write and speak Spanish proficiently.

Other requirements:

- Professional atmosphere with limited physical effort. Position requires visual and hearing acuity.
- Must be of good moral character and at least 20 years of age with the ability to work in a collegial manner with other staff
- Possession of a valid Arkansas driver's license or must be able to obtain a State of Arkansas driver's license within 90 days.
- Must be able to pass a State Criminal History background check.

Position posting date: 11/12/24

Position closing date: 12/02/24

Signature of supervising elected official: _____

Trey Bell

Date: _____

11/12/24