



JOB DESCRIPTION

Title	Juvenile Services Coordinator	Created	June 2012
Department	Juvenile	Revised	June 2017
Job Class	RU13	Safety Sensitive	No
Labor Union	Unrepresented	FLSA	Non-Exempt

Purpose

Performs different types of transports of juveniles of all security classifications to various locations within, and outside of the state. Completes hiring process of on-call casual workers for transports and trains selected candidates in all facets regarding transports to ensure safety of staff, youth, and county equipment. Coordinates these transports with staff from the juvenile department, police agencies, detention facilities and program facilities. Coordinates juvenile work crews to complete jobs for county and local non-profit agencies. Coordinates the maintenance schedule and upkeep of all juvenile department vehicles. Maintain access as JJIS Security Coordinator ensuring employees are trained and updated on current changes.

Essential Functions

- Transport juveniles via caged county vehicle to various destinations such as courts, detentions, medical centers and programs.
- During secured custody transports place restraining devices on the juveniles for security purposes prior to transporting and assures secure environment when devices are removed.
- Maintain the care, custody and control of juveniles being transported.
- Analyze situations or information, and adopt quick, effective and reasonable courses of action.
- Track and maintain proper documentation within detention and work crew excel programs and JJIS system.
- Operates and maintains job-related equipment.
- Communicate clearly and concisely, both orally and in writing.
- Testify in court regarding relevant job-related incidents.
- Other duties as assigned.

Mandatory Qualifications

High school diploma or equivalent with a background in law enforcement; Clatsop County Sheriff's Office Reserve Certificate or equivalent is desirable. Valid driver's license with an acceptable driving record (no significant citations or incidents within the last seven (7) years).

Knowledge of:

- Basic principles and methods of behavioral management for youth.
- Techniques of restraint application and emergency procedures.



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- Basic first aid techniques and CPR techniques.
- Pertinent Federal, State, and local laws, codes, and regulation related to juveniles, juvenile court, and transports.
- Working knowledge of search and seizure activities, and the rules of evidence.

Ability to maintain and manage a high degree of confidential material and be knowledgeable of HIPAA regulations.

Must have and maintain current driving privileges in the state of Oregon.

Desired Qualifications

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds.

Work is primarily performed in a vehicle where the physical demands require sitting or standing for extended periods of time; operation of vehicle may be under potentially hazardous conditions involving road construction, inclement weather, traffic hazards, exposure to fumes and loud noise; may require physical exertion in cleaning and inspecting vehicles.

While performing duties of this job, the employee may have to contend with non-compliant youth or youth under the influence of drugs or alcohol but cleared by the hospital.

Working Conditions

About 40% office working environment with majority of time spent transporting youth or supervising youth during work crews and with occasional after-hours transports and occasional weekend work crews.

Supervisory Responsibility

Supervision of any Secured Custody Transport on-call employees not directly involved with the Sheriff's Department or other police agency. To include the hiring, training, and dismissal of an employee if employee fails to meet job requirements.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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