

LINN COUNTY CLASSIFICATION

TITLE: PEER COURT ASSISTANT

NUMBER: 553

PAY RANGE: 09

CATEGORY: OPEU & MANAGEMENT/EXEMPT

APPROVAL ORDER

NUMBER: 99-381

DATE: July 21, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assist in coordinating activities of Linn County Juvenile Department's Peer Court programs. Perform professional casework in the supervision and compliance tracking of peer court cases.

SUPERVISION RECEIVED: Works under the general supervision of the Juvenile Department Director and Supervising Juvenile Probation Officer. With general procedures and guidelines, employees frequently develop and refine their own routines in carrying out work to completion.

SUPERVISION EXERCISED: Supervision of other employees is not a principle responsibility of positions in this classification; the responsibility of some positions will be to assign work to intern and practicum volunteers within peer court program.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist Juvenile Department staff in promoting peer court in communities and schools.
2. Maintain contact with designated school liaison to recruit, select and train youth participants; docket cases for peer court.
3. Assist in facilitation of peer court hearings.
4. Track compliance of dispositional agreements as rendered by peer courts.
5. Provide casework to assign dispositional cases; report to Juvenile Department staff as to status of dispositional cases.
6. Assist peer court coordinators in the training and selection of peer court participants.
7. Speak to groups requesting information regarding peer courts.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as assigned.

PEER COURT ASSISTANT

page 2

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Some knowledge of behavioral and adjustment problems of juvenile offenders. Some knowledge of established peer court process. Some knowledge of the Oregon Juvenile Code regarding formal accountability agreements, restitution and the Juvenile Department in addressing juvenile offenders. Some knowledge of community-based resources for juvenile offenders. Some knowledge of Juvenile Department policy as to probation supervision and offender adherence to probation conditions. Some knowledge of Juvenile Department policy for responding to juvenile offenders and violation of formal accountability agreements.

Skill to effectively communicate with potentially resistant juvenile offenders and their guardians. Skill to manage caseload of peer court offenders to assure adherence to peer court sanctions.

Ability to establish and maintain harmonious working relationships with staff, superiors and other agency personnel. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with youth offenders, guardians and other significant personnel. Ability to monitor juvenile offenders within parameters of formal accountability agreements and peer court guidelines. Ability to prepare clear and concise records and maintain accurate files.

EXPERIENCE, EDUCATION AND TRAINING: Six months paid or volunteer experience in a social service capacity within past five years, preference given to that experience being within a Peer Court Program or Juvenile Justice Department. Must have a high school diploma and a minimum of two years coursework in a social science, preference given to an Associates Degree or Bachelor's Degree in social science. Preference to bilingual applicants.

NECESSARY SPECIAL REQUIREMENTS: Must possess or obtain within 30 days of hire, a valid Class C Oregon Driver's License and an acceptable driving record. (This requirement may be modified under exceptional circumstances.)

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed in an office environment and is essentially sedentary in nature. The work requirements include the ability to see, talk and hear, sit and stand, walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. Some work assignments involve the safety and security of the community and may require physically restraining angry and hostile juveniles.