

## JUVENILE PROGRAM SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs a wide variety of legal duties involved in Circuit Court, Family Division, specialty programs; works under supervision; performs related duties as required.

STATEMENT OF TASKS:

Coordinates the day to day activities of juvenile justice specialty programs;  
Utilizes computer terminals, for word processing and statistical analysis;  
Works closely with court leadership, judges, juvenile probation, treatment providers, and university researchers in developing and formulating reports;  
Researches available grant funding and prepares grant applications for submission including budget preparation;  
Prepares quarterly reports for all grants; and prepares and disseminates other reports as may be required;  
Assists with the development and monitoring of adolescent treatment plans;  
Develops data collection protocol and performs data entry for use in program evaluation;  
Act as liaison to various community organizations to assist with the development of cooperative projects and leveraging resources for juvenile justice needs;  
Prepares weekly court calendar and related documents for the assigned Judge;  
Assists with general office duties.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the court system;  
Knowledge of substance abuse and addiction, mental health, and adolescent needs;  
Knowledge of available community resources and how they may be used in adolescent treatment planning;  
Knowledge of legal terminology;  
Knowledge of methods and procedures used in keeping fiscal accounts and records;  
Knowledge of a variety of software programs related to the development of a database to operate and evaluate programming;  
Ability to understand and follow complex oral and written directions;  
Ability to communicate effectively orally and in writing;  
Ability to make decisions in accordance with laws, ordinances, regulations and policies;  
Ability to plan and maintain accurate records;  
Ability to work effectively with various court officials and families;  
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, or a Social Science field and two (2) years' experience in the field of criminal justice, child protection, or other social sciences.

**OR**

At least five (5) years of clerical or para-professional experience in a legal setting.

Established: February 17, 2015

  
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Human Resources Director