

GOGEBIC COUNTY JUVENILE COURT ADMINISTRATOR/JUVENILE OFFICER

The Gogebic County Juvenile Court is accepting applications for the position of Gogebic County Juvenile Court Administrator/Juvenile Officer. Under the direction of the Presiding Judge, this position is responsible for all administrative aspects relating to the operation of the Juvenile Court. The Juvenile Officer further monitors and supervises Juvenile probationers. A more complete job description is available on the County Website, www.gogebic.org

Preferred Master's degree in social sciences, public administration, education, criminal justice, business or related fields. Required, Bachelor's degree in the above fields with two years supervisory or casework experience with juveniles.

Legal, law enforcement, probation or supervisory, administrative experience a plus.

A detailed job description is available from the Juvenile Court.

Send resume, references and cover letter to: Gogebic County Juvenile Court, 200 North Moore Street, Bessemer, MI 49911

Complete county application form at: <http://www.gogebic.org/jobs.html>

Application deadline: Tuesday, September 4, 2018

EOE

Gogebic County

JOB DESCRIPTION

CLASS TITLE: JUVENILE COURT ADMINISTRATOR/ COUNTY JUVENILE OFFICER
DEPARTMENT: Gogebic County Juvenile Court
FLSA STATUS: Exempt

JOB SUMMARY:

Under the direction of the Presiding Judge of the Juvenile Court, the Juvenile Administrator/CJO is responsible for all administrative aspects related to the operation of the Juvenile Court. These responsibilities include planning, developing, and implementing programs and policies to improve court services and maintain compliance with statute and court rules; hiring, training and supervision of all staff: professional and managerial; performing all administration functions of the Juvenile Court.

Develops court policies and procedures and plans and monitors the budgets of the assigned division. Provides recommendations to the Judge on pending cases. Oversees revenue reporting, accounts payable processing and properly maintains financial records. Performs other duties as assigned.

DUTIES

Essential Duties:

- As Juvenile Court Administrator, is responsible for the personnel and employee relations functions of the juvenile court; including interviewing and recommending, hiring, training, assigning, scheduling, and dealing with employee relations matters.
- Prepares the Juvenile Court Child Care Fund Budget in concert with the State of Michigan Child Care Fund Unit.
- Serves as the Juvenile Court liaison with the State Court Administrator (SCAO), County Administrator, MDHHS, Board of Commissioners and County Departments and serves on various County committees at the request of the Judge.
- Conducts staff meetings, issues memos and uses e-mail to disseminate information, updates staff on new policies and procedures and ensures the efficient operation of the Juvenile Court.
- Attends appropriate seminars and conferences.
- Supervision and management of caseload, drug testing program, community service coordinator.
- Researches and monitors grant applications, correspondence, and additional sources of funding to improve Juvenile Court services. Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.
- Responds to inquiries and complaints in person, by telephone and through correspondence from attorneys, social service agencies and the public, requiring knowledge of department activities and the application of statutes, rules, forms and policies.

JUVENILE COURT ADMINISTRATOR/CJO

- Monitors proposed changes in statute, court forms and court rules affecting the Juvenile Division, opinion and status to the Judge and staff. Drafts recommended practices to improve court operations.
- Ensures that annual performance reviews are completed on all Juvenile Court staff.
- Confers with the Judge regarding laws, administrative regulations and technology that impact on the Juvenile Division components.
- Conduct risks and needs assessment for juvenile offenders.
- Recommend and implement probationary terms, treatment programs, and services for youth under Court supervision.
- Maintain monthly or weekly face-to-face contact with youth.
- Investigate, monitor and enforce youth's compliance with Court orders and probationary terms.
- Establish rapport with youth to establish ground rules, provide feedback and counsel to the youth, and to lay a foundation for successful completion of probation.
- Identify family needs and make referrals to appropriate resources and agencies.
- Secure appropriate placement for youth if out-of-home placement is necessary.
- Attend Court hearings and report and/or testify as necessary.
- Draft, edit, and prepare reports, court orders, notices, and other pleadings.
- Teach coping and conflict resolutions skills to the youth and caregivers and parenting skills to caregivers.
- Respond to crisis intervention calls. On Call 24/7.

EDUCATION

Equivalent to possession of a Master's degree with major coursework in court administration, business or public administration, social work, sociology, law, psychology or a field related to the work. Bachelor's degree in social work, criminal justice, human services or related field required.

EXPERIENCE

Two (2) years of administrative support or managerial experience in a court setting.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.