

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Community Services Coordinator

**Job Code:** 8105

**Pay Grade:** 55

**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Performs duties related to supervision of staff and operational functions of the Juvenile Court community service (C.S.) program. Networks with community organizations, governmental agencies, and citizens related to community service work projects. Advocates for work agreements that fund victim compensation.

### **ESSENTIAL FUNCTIONS:**

- Consults with Probation Officers and other court staff regarding juvenile's eligibility for C.S. program participation.
- Provides oversight for the processing of juvenile referrals for C.S. program participation.
- Facilitates community resources to identify appropriate community based work settings.
- Receives and assesses work project requests relative to the suitability of the work environment and type of work and assures safety requirements are adhered to.
- Schedules, organizes, and assigns work crew projects.
- Provides information and guidance to the work crew supervision staff related to work assignments and expectations.
- Designates and regulates safety requirements to include safety equipment and safe working practices.
- Monitors levels of quality, productivity and job performance of work crew.
- Develops and implements strategies to identify, address and maintain accountability for conduct of juvenile participants, program staff, and others participating in the program operations.
- Evaluates program performance to include evaluation of staff that participated in program.
- Prepares schedules and assignments for staff participating in the C.S. program.
- Supervises work crew as needed.
- Develops and implements C.S. program policies and procedures.
- Monitors and enforces compliance with Juvenile Court and C.S. program policies and procedures.
- Investigates incidents involving the C.S. program operations and initiates adequate action as necessary.
- Maintains inventory of C.S. program equipment and supplies and assures that equipment is in good, functioning condition.

- Participates in developing work contracts and funding sources for the victim compensation fund.
- Meets with Probation Division Director and Finance Director to discuss budgetary matters related to the C.S. program operation.
- Maintains records of completed or necessary training and certifications such as First-Aid, CPR, officer safety, van safety and other related topics.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of OSHA requirements relative to the community service program.
- Must have knowledge of principles and practices of program supervision and public relations' principles.
- Must have knowledge of relevant laws and regulations as they pertain to youth employment laws.
- Must have knowledge of community resources and agencies.
- Must have knowledge of hand operated and power operated tools and equipment.
- Must have knowledge of research and analysis methods and techniques.
- Must have knowledge of methods and techniques of training and motivating.
- Must have knowledge of business English, grammar and spelling.
- Must have skill in preparing and writing documents.
- Must have ability to coordinate, evaluate, schedule and assign work to staff.
- Must have ability to enlist and maintain effective working relationships with others.
- Must have ability to develop, analyze and evaluate functional and operational procedures.
- Must have the ability to apply Officer Defensive Tactics, First-Aid and CPR training.
- Must have the ability to drive a full size van while towing a utility trailer.
- Must have the ability to communicate effectively with court staff, the public, and a diversity of people.

**MINIMUM QUALIFICATIONS:**

An Associate's degree from an accredited college or university, preferably in the field of criminal /juvenile justice, behavioral science or related field, and two years experience working with juvenile offenders in a staff leadership role. OR any equivalent combination of experience, training and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

Must have a valid Arizona Driver's License at time of appointment.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment of up to 40 pounds. Some travel within the local community will be required to perform some duties.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Probation Division Director. This position performs duties under general supervision and coordinates staff and operations of a juvenile court community service work program.

Date: 06/24/99

Revised: 11/29/04, 07/01/05, 10/26/07, 4/17/09