

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Director, Juvenile Court Services
Job Code: 8003
Pay Grade: 79
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

The Director, Juvenile Court Services plans, directs and oversees the probation and detention divisions, clinical services, education programs, juvenile justice programs and serves as Chief Juvenile Probation Officer for Pima County. The position reports to the Juvenile Court Presiding Judge, and the Deputy Court Administrator for Juvenile Court.

ESSENTIAL FUNCTIONS:

- Develops, directs, and implements the goals, objectives, policies, procedures, and work standards for the Juvenile Probation and Detention divisions.
- Plans, organizes, directs, and evaluates the activities of the probation and detention divisions and supporting programs.
- Collaborates and forms working partnerships with community leaders, government officials, other agencies, and community groups to promote public safety and improve the lives of children and their families.
- Participates in the development of innovative strategies and approaches to implement new and/or best practices of the juvenile justice programs.
- Provides leadership in instituting effective juvenile justice and detention reform. This includes, but is not limited to detention and probation evidence-based best practices, and integration of juvenile justice and detention programs to eliminate roadblocks to seamless and effective service delivery.
- Provides leadership and direction regarding juvenile justice and detention issues to include disproportionate minority contact, local and statewide Juvenile Detention Alternatives Initiatives (JDAI), and Juvenile Justice Model Court practices.
- Works with the Administrative Office of the Supreme Court to implement statewide probation policies and programs.
- Ensures that court operations and enforcement programs are in full compliance with all applicable laws and directives.
- Reviews the programs, services, and functions of the assigned divisions to determine their effectiveness, efficiency, cost justification, and budgetary compliance.
- Participates in the Executive Management Team meetings to plan and provide direction for probation, detention, and support programs consistent with other Juvenile Court services and operations.
- Monitors the development of data gathering processes and approves of the integrity of data and the reports prepared on activities.
- Participates in the selection of management and key personnel, oversees, and assures the

implementation of training programs for division staff.

- Participates in the analysis and recommendation of proposed legislation as it affects the operation of the criminal justice system, probation, detention, and juvenile justice programs.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- May act on behalf of the Deputy Administrator, Juvenile Court as assigned.
- Assists the Deputy Administrator, Juvenile Court with issues concerning space, furnishings, equipment management, and security within the court buildings.
- May direct and oversee a major focus area or project of the Juvenile Court such as the Mental Health Initiative, Institutional Health Care or the Minority Overrepresentation Plan.
- Other responsibilities/duties as directed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have:

- Knowledge of the laws, principles, programs, functions and services governing the juvenile justice system and detention.
- Knowledge of laws, principles, and practices of social, and correctional casework and counseling.
- A comprehensive knowledge of administration, budgeting, human resources, management and staff development, project management, and the role of technology in juvenile justice programs.
- The skills in public relations to interface as assigned with key legislative, government, criminal justice, and community leaders.
- The ability to plan, organize, and direct the daily operations and long-term strategies of juvenile justice programs.
- The ability to develop and direct a management team capable of effectively achieving departmental goals and objectives.
- The ability to analyze and resolve issues in the areas of administration, rehabilitation, and human resources.
- The ability to communicate effectively both in writing and verbally.

MINIMUM QUALIFICATIONS:

A Masters Degree in business management, the social sciences or a related field from an accredited college or university, and ten years experience in the fields of probation or corrections, or working with offenders or delinquents in some equivalent capacity, with at least five years of progressively responsible administrative and supervisory capacity. Certification as a Fellow of the Institute for Court Management is preferred and may substitute for up to three years experience in a court setting.

LICENSES AND CERTIFICATES:

A valid driver's license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified position that reports to the Juvenile Court Presiding Judge and the Deputy Administrator, Juvenile Court. The incumbent performs duties and responsibilities under limited supervision and directs the operations of probation, detention, and support programs such as education and clinical services.

Date: 02/05/14

Revised:

Approved by:

Director, Human Resources

Date

Juvenile Court Presiding Judge

Date

Superior Court Administrator

Date