

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Juvenile Detention Alternative Expeditor

Job Code: 8008

Pay Grade: 55

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Compiles, analyzes and interprets data on detained youth to identify procedural gaps or needed services and coordinates with existing alternatives to expand, enhance or develop new or modified appropriate programs. Performs in a manner that advocates and expedites the case processing of low risk youth to less restrictive detention alternatives or release.

ESSENTIAL FUNCTIONS:

- Reviews the case files of detained juveniles and new cases to determine the level of risk to release a detainee into the community.
- Interfaces with Probation Unit supervisors regularly to determine if a case can be expedited for release.
- Interfaces with Probation Unit supervisors to gather information and feedback on detainees, such as the reason for detention and any special needs. Compiles and analyzes data relating to detained juveniles and shares the data/trends with Probation and Detention to identify alternatives to continued detention.
- Searches for trends in data relating to the physical referrals and detained juveniles. Develops alternative programming solutions based on the trends and data collected.
- Develops alternative programs to detention at times in cooperation with community agencies and prepares and presents ideas or formal drafts of programs to court administration and directors.
- Reviews and analyzes Risk Assessment Instrument (RAI) scores and results and recommends to Probation and Detention alternatives to probation plans and/or the detention of a youth.
- Meets weekly with Probation and Detention and coordinates the potential streamlining of processes to expedite alternative placement.
- Develops and recommends guidelines, policies and procedures for programs developed to be an alternative to detention.
- Maintains contact with detention alternative service providers to monitor current services and assists in development of enhanced options
- Works collaboratively with others to assist in identifying detention alternatives, options and services.

- Meets with the Division Directors for Probation and Detention to address specific issues or intra-division practices that may require change, deletion, or modification.

ADDITIONAL DUTIES RESPONSIBILITIES:

- Prepares reports using collected data from multiple sources to identify detention alternatives and for communicating status/progress to court administration and management.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of probation and detention programs, processes, court organization, rules and operations.
- Must have knowledge of principles and practices of juvenile delinquency case process and potential alternatives.
- Must have knowledge of relevant laws, rules, and regulations pertaining to juvenile delinquency.
- Must have knowledge of community-based services to include behavioral health networks and adolescent development.
- Must have knowledge of court organization, structure, operations, rules and procedures.
- Must have skill in coordinating projects involving a diverse group of decision-makers and consensus building among different stakeholders, including Child and Family Teams.
- Must have skills in the administration of court orders, electronic monitoring, conditions of release, community supervision programs and writing and reviewing reports.
- Must have skill in operating a desktop computer and utilizing Windows/ Microsoft software.
- Must have the ability to communicate effectively and maintain effective working relationships with court staff and community organizations.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in criminal justice, any of the social sciences, justice administration and five years of professional level experience in juvenile probation including court ordered case management. 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 the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and within a Detention Center and may be required to lift up to 20 pounds. On occasion, will perform work on-site at various agencies within the local community.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Deputy Court Administrator. The incumbent performs duties under general supervision. The incumbent has no supervisory responsibilities.

Date: 09/01/05

Revised: 12/05/06; 05/04/07; 10/26/0, 6/8/09