

## DESCRIPTION OF POSITION

1. **Classification Title:** JUVENILE COURT COUNSELOR

2. **Working Title:** Juvenile Court Counselor

3. **Department:** Juvenile

4. **Position Is:** Full Time  Part Time  Extra Help   
Seasonal  Other \_\_\_\_\_

5. **What is the purpose of this position?**

Performs social casework in the investigation, counseling, adjustment, rehabilitation and guidance of youth with behavioral and emotional problems and their families.

6. **Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.**

1. Conducts personal interviews with delinquent minors and their families, maintains chronological case histories. Conducts intake interviews.
2. Investigates and evaluates the possibility of placement of minors out of the home or on probation.
3. Monitor youth placed on probation and confers with parents and other family.
4. Presents facts of case and social reports to the Court and carries out disposition ordered by the Court.
5. Confers with supervisors, school, other agencies, etc. relative to individual cases.
6. Prepares written reports and maintains records necessary to effective management of the youth and their families.

7. **List the minor duties assigned to this position.**

1. Transport in-custody juveniles.
2. Coverage assistance in detention.

8. **Working conditions of position.**

Work in Juvenile Department offices, home visits, school visits, and contact other agencies to staff cases and provide consultation.

9. **List required special skills, licenses, certificates, etc.**

Graduation from a four-year college with major coursework in social work, sociology or psychology; or any satisfactory equivalent combination of experience and training.

10. **Is operation of motor vehicle required?** Yes  No

11. **List equipment, tools, machines used in performance of duties.**

Computer, restraints, handcuffs.