Deputy Juvenile Officer I

Professional and Supervisory Level
Job Description

Definition of Work

This is responsible professional and supervisory level work in the enforcement and the administration of the Missouri juvenile justice system.
An employee in this position:

- is vested with the statutory authority of a juvenile court officer to take charge of children who come within the jurisdiction of the juvenile or family court.
- is expected to exercise supervision over juveniles under the court's jurisdiction and to work with a high degree of independence.
- are distinguished from a DJO II & DJO III by the degree of independence and responsibility expected and the degree of complexity and full range of duties performed.
- provides general supervision of lower level Deputy Juvenile Officers

Examples of Work Performed (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Assists the Division of Family Services in the investigation of severe physical or sexual abuse and neglect.

Authorizes the removal of children from the family home due to allegations of abuse. Authorizes the protective custody of victims of child abuse / neglect.

Prepares child abuse / neglect case for hearing. Testifies before the Court and makes recommendations based on evidence and statutory requirements.

Monitors compliance with court orders

- attends frequent staffing with the parents, Department of Social Services, therapist, attorneys and other interested parties
- schedules frequent review hearings and makes recommendations based upon evidence and statutory requirements
- enforces the Court's orders and prepares motions to modify when necessary.

Assesses information that could justify the filing of a petition to terminate parental rights. Makes preliminary inquiry and if justified prepares and files petition to terminate parental rights.

Prepares Termination of Parental rights case for hearing. Testifies before the Court and makes recommendations based on evidence, client history and statutory requirements.

Assesses information that could justify the filing of a motion to certify a youth to be tried as an adult. Prepares certification case for hearing. Testifies before the court and makes recommendations bases upon evidence, client history and statutory requirements.

Prepares adoption home studies, probate guardianship studies and domestic relations studies as assigned.

Assist in the supervision of lower level Deputy Juvenile Officers.

Responds to daily referrals made by law enforcement agencies, schools or the Department of Social Services.

Emergency juvenile intake after hours and or on weekends and holidays

Assists law enforcement agencies in the investigation of juvenile cases, with questioning of all alleged juvenile offenders.

Arrests and detains juveniles who may be charged with criminal offenses; provides and explains legal rights to the alleged offender.

Conducts in-depth interviews and investigations of youth referred for status offenses or delinquencies.

Places alleged and convicted delinquent juveniles in local, regional or contracted detention centers.

Conducts informal conferences with juvenile and parents to discuss rights of juvenile and alternative methods than formal charges and court.

Conducts formal conferences with juvenile and parent to discuss formal charges brought against juvenile and to advise juvenile of rights.

Prepares petitions, motions, and other documents for all juveniles on caseload. Prepares court reports to reflect the assessment and proposed plans of intervention.

Attends pre-court staffing between Department of Social Services, juvenile office, attorneys, and notifies all persons involved.

Works with the Chief Juvenile Officer and Juvenile Attorney to adjudicate contested cases before the juvenile court.

Testifies before the Court and makes recommendations based on evidence, client history and statutory requirements.

Supervises juveniles placed on probation by establishing guidelines and completion requirements for probation agreements and community service.

- Monitors probation plan including regular onsite visits to the juvenile's school and home.

- Monitors compliance with court orders by offenders on probation or under informal supervision. Enforces the terms and conditions of probation. Prepares motions to modify and revocation reports when necessary.

- Arranges work restitution for offenders and monitoring the youth's job performance.

- Maintains accurate case records and required statistics

- Maintains working relationship with local school officials to monitor educational progress of juvenile on probation.

Represents the juvenile office at schools and community meetings and makes presentations as required.

Performs related work as required.

Knowledge, Skills and Abilities

Ability to interpret information and to clearly articulate position and justification for recommendations to the court, clients and other professionals

Ability to communicate effectively with staff and public

Ability to motivate clients to achieve behavioral changes

Ability to make critical decisions in a crisis situation

Ability to network with other professionals and agencies to clearly define treatment plans

Considerable knowledge of Missouri statutes and laws regarding juvenile cases

Considerable knowledge of juvenile courts and procedures

Basic knowledge of the principles and practices of management and supervision

Considerable knowledge of personal computers and software.

Ability to prepare motions, petitions and other legal documents for each juvenile on caseload

Ability to maintain professional integrity when dealing with hostile or uncooperative clients

Ability to handle potentially hostile situations with a juvenile and family regarding a referral

Required Education

Graduation from a four year college or university with a degree in Criminal Justice Administration, Criminology, Psychology, Sociology, Social Work or related field.
Four(4) years work experience in juvenile justice or a related field is required for this position

Please email resume to Rhonda.Haight@courts.mo.gov