

TEEN COURT DIRECTOR

MAJOR FUNCTION

This is a management and administrative position to plan, direct and supervise the Teen Court program activities to include all sessions. May assist with various administrative duties as assigned.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Conducts intake interviews and make presentation to schools and community groups regarding Teen Court and recruit volunteers.
- Assists with preparing periodic management reports, and grant applications.
- Schedule cases and follow up on sanction compliance.
- Maintains data bases and researches and recommends improvements.
- Works independently on departmental executive, professional, technical, or administration functions with responsibility for all planning of work to attain assigned objectives.
- Makes major decision limited only by department policies, procedures and regulator requirements and/or standard, and proceeds along lines of own initiative except when such programs and commitments involve moderate departmental investments or expenditures.
- Uses independent judgment in prioritizing Teen Court goals and objectives.
- Analyzes current trends and statistical data to recommend improvements.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line management position for providing excellent customer service to other State or County departments, employees, and members of the general public. Personal contact occurs with other employees of the Court, employees of other departments in the County, citizens, and customers of the Court. Service is provided in person or by phone contact.

SUPERVISION

TEEN COURT DIRECTOR

Responsible for directly and regularly supervising work of a relatively small number of contracted employees (two or more), also supervision of a number of volunteers, with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; also planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education and Experience

Bachelor Degree in Criminal Justice or Social Work. Five years experience in criminal justice, delinquency management or social services. Two years of supervisory experience, required. Prior juvenile justice, juvenile diversion or juvenile probation experience preferred.

Licenses

Possession of a valid Florida Drivers License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentation on controversial, sensitive, or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Abilities

- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

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- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.
- Gives recommendations and decides on Client's performance in the program.
- Synthesizes client performance to Judges or judicial staff.
- Maintains constant review and analysis of sanctions compliance.

Specialized Skills and Abilities

- Prior juvenile justice, juvenile diversion or juvenile probation experience preferred.
- Ability and skill to tactfully deal with various governmental organizations, as well as the general public.
- Must be able to communicate effectively both orally and in writing.
- Must be able to work independently and available to work some evenings.
- Knowledge of Microsoft Office Suite Products.
- Employee decision regarding what needs to be done involve the synthesis of data from multiple technical disciplines.
- This level requires creativity as it relates to addressing problems that impact multiple departments and/or require knowledge of multiple disciplines.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, and to lift up to 15 pounds; regularly be required to use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and will frequently be required to stand, walk, talk or hear. Vision requirements are close and distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job the employee will occasionally be exposed to outdoor weather conditions. The noise level for this environment is moderate.

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Job Description: 1256

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