

JUVENILE JUSTICE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for administering the operations of the Juvenile Division and Holdover Detention Facility to insure compliance with State and Federal mandates pertaining to the custody and necessary service to juveniles and their families. This position is also responsible for the administration of the division which includes writing grant proposals, budgeting, scheduling, work assignments, etc. The incumbent acts as department liaison with other youth related and government agencies to coordinate family and youth related services. General direction is received from the Chief of Police. General supervision is exercised over a staff of professional and paraprofessionals. Travel in the course of a workday may be required. Evening work and other than normal work schedules can be expected in this position.

TYPICAL WORK ACTIVITIES:

1. Develops policies and procedures for Juvenile Assistance Bureau and Holdover Facility;
2. Prepares budget and reports as required by funding sources and government agencies;
3. Assists detectives and other members of service with youth related incidents;
4. Seeks and follows up on missing persons reported to Police Department under the age of 18 years;
5. Provides intervention in an effort to address the causation of the anti-social behavior and prevent same;
6. Writes grants to maintain program on an ongoing basis;
7. Trains new unit members in the procedures of the Juvenile Division and Juvenile Justice System to insure compliance with local, state and federal mandates;
8. Assists in the administration of youth-related initiatives, such as the dissemination of free bike helmets;
9. Does related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the juvenile justice system; thorough knowledge of social factors causing juvenile delinquency; thorough knowledge of community social resources; thorough knowledge of laws relating to juveniles; good knowledge of the Family Court functions and procedures; good knowledge of grant writing and administration; ability to communicate both orally and in writing; ability to learn various software packages; ability to manage the work of others; ability to positively manage stressful situations; mediation skills; ability to relate to people from various economic and ethnic backgrounds; tact; initiative; resourcefulness and creativity; flexibility; emotional maturity; physical condition commensurate with the demands of the position.

JUVENILE JUSTICE SPECIALIST (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Social Work, Psychology, Counseling, or a related field, **and** one year of full-time paid work experience in youth counseling and which must have included supervision of paraprofessional or professional staff;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in Sociology, Psychology, Counseling, or a related field, **and** three years of full-time paid work experience in youth counseling, of which one year must have included supervision of paraprofessional or professional staff;
- OR: (C) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in Sociology, Psychology, or a related field, **and** five years of full-time paid work experience in youth counseling, of which one year must have included supervision of paraprofessional or professional staff;
- OR: (D) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree and five years of full-time paid work experience in youth counseling, of which one year must have included supervision of paraprofessional or professional staff;
- OR: (E) An equivalent combination of training and experience as indicated in (A), (B), (C), and (D) above.

SPECIAL REQUIREMENT:

Possession of a valid driver's license.

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ADOPTED: 03/01/96