



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Juvenile Court Officer I

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**Title of Immediate Supervisor:** Director of Juvenile Court Services or Juvenile Court Supervisor

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**Department/Division:** Juvenile Court

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**Pay Grade/FLSA Status:** 14 / Non-Exempt

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**Job Titles Accountable For:** None

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### General Summary or Purpose

The Juvenile Court Officer I is responsible for performing case management and probation services involving delinquent children. Investigates the background of delinquent children in order to assist the court in determining the most appropriate disposition of each case. Develops and implements case plans with assigned children, addressing areas of community protection, competency development and accountability.

Positions assigned to this classification follow routines and processes established by others but still require specialized training and knowledge to perform the requirements of the job but lack the full breadth of experience to perform the "full range" of duties and responsibilities typically associated with the classification of Juvenile Court Officer. The Juvenile Court Officer I differs from the Juvenile Court Officer II in that the latter position requires more extensive experience and is assigned the more difficult cases. Administers risk and needs assessments, mental health assessments, trauma checklists and other assessments as needed.

### Major Responsibilities & Essential Functions

1. Prepares predisposition reports of assigned cases to assess the nature of reported delinquency offenses and conduct of the child and the circumstances involved in the case. Interviews the involved parties and obtains case information from schools, law enforcement agencies, victims and other sources.
2. Prepares and presents detailed plans for service to the court. Attends and participates in court hearings and other judicial proceedings to give testimony for disposition.
3. Develops and implements case plans based on assessment of the risks and needs of the probationer, family and community. Makes appropriate referrals for services.
4. Maintains regular contact with youth on probation to ensure compliance with informal adjustment and court-ordered probation conditions, including monetary restitution, community service, drug testing, group facilitation, youth accountability conferences, electronic monitoring/home confinement and any other conditions implementing a balanced approach. Maintains contact with collateral agencies and community resources involved with the child and the family to include the Dual Status Youth Initiative. Utilizes incentives and graduated sanctions. Encourages pro-social activities for youth. Documents case or activity notes in the case file. Visits youth in homes, schools, detention and attendant care/shelter care sites. Encourages and supports parental/family involvement.
5. Participates in public relations with community organizations to maintain community resources and respond effectively to the needs of children and families.
6. Maintains case information on the juvenile court information system.
7. Performs other duties of a comparable level or type.

### Minimum Qualifications

Requires a bachelor's degree in social work, psychology, sociology, counseling, criminal justice or a related area.

### Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.



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### Knowledge Requirements

- Knowledge of the principles and practice of probation work and related court procedures.
- Knowledge of local ordinances, federal and state laws affecting juveniles.
- Knowledge of individual and group behavior.
- Knowledge of word processing and specialized court/case management.

### Skill Requirements

Skilled in:

- Interpersonal and collaborative skills to work constructively within an agency in the community setting and effectively utilize available resources and services in connection with rehabilitation plan.
- Planning, organizing and implementing case plans.
- Analyzing and evaluating investigated materials.
- Analytical skills to review case issues, make cogent recommendations and develop youth rehabilitation plans and services utilizing and identifying appropriate resources effectively.
- Rapport building, counseling and interviewing skills.
- Strong written and verbal communication skills to prepare and present information and facts to the public, clients or community groups and prepare written and oral reports.
- Use and operation of general office equipment, computer and word processing and case management software.
- Preparing, documenting and maintaining case management reports, reports and activities.

### Physical Requirements

- The essential functions of the job typically require: sitting, standing, walking, talking, hearing, seeing, feeling, reaching and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Employee may be subject to some travel in the performance of the job. Employee does have control over travel schedule and can adjust schedules due to adverse weather or travel conditions.
- Physical requirements can typically be characterized as **Light**: Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force constantly to move objects.

### Job Classification History

- Juvenile Court Officer I was last reviewed and updated 1/31/01 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/01 by BCC.
- Revised 2/8/02 by BCC.
- On 7/30/14, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.
- On 10/1/22, the Supreme Court approved amendments to the General Summary and Major Responsibilities to comply with changes in statute.