



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Juvenile Court Officer II

<b>Title of Immediate Supervisor:</b>	Director of Juvenile Court Services or Juvenile Court Supervisor
<b>Department/Division:</b>	Juvenile Court / District Court
<b>Pay Grade/FLSA Status:</b>	16 / Non-Exempt
<b>Job Titles Accountable For:</b>	None

### General Summary or Purpose

The Juvenile Court Officer II is responsible for performing case management and probation services for the court 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. Administers risk and needs assessments, mental health assessments, trauma checklists, and other assessments as needed. Assignments include more challenging cases such as intensive supervision or juvenile drug court, as well as review and case processing of children in need of protection cases.

This classification represents the "journey level" of the series and is expected to perform the full range of duties expected and required of juvenile court officers assigned to the series. The Juvenile Court Officer II differs from the Juvenile Court Officer I in that the former position requires more extensive experience and is assigned the more difficult cases.

### Major Responsibilities & Essential Functions

1. Performs duties and responsibilities similar to that of Juvenile Court Officer I, including:
  - o Prepares predisposition reports of assigned cases. Interviews the involved parties and obtains case information from schools, law enforcement agencies, victims, and other sources.
  - o Prepares and presents detailed plans for service to the court. Attends, testifies, and participates in court hearings and other judicial proceedings.
  - o Develops and implements case plans based on assessment of the risks and needs of the probationer, family, and community. Makes appropriate referrals for services.
  - o Prepares and presents information regarding the juvenile court to stakeholders, outside agencies, and the public.
2. Performs intake functions as assigned by the Director or Juvenile Court Supervisor to include review of referrals to determine if cases should be diverted, handled informally, or request formal processing.
3. Participates in specialized programs, committees, and projects involving juvenile justice topics such as restitution, volunteers, community service, group facilitation juvenile drug court, and the dual status youth initiative.
4. Conducts informal adjustments. Issues temporary custody orders for the care, custody, and control of children in need of protection. Authorizes the release from secure detention, non-secure attendant care, or protective custody.
5. Provides information and assistance to collateral agencies and community resources relating to children and their families.
6. Maintains case information on the juvenile court information system.
7. Performs any of the duties that a juvenile supervisor has authority to carry out pursuant to Chapter 27-20.2, NDCC, or other statutes, or by court rule or policy if assigned by the court.
8. Performs all other duties assigned of a comparable level or type or as assigned.

### Minimum Qualifications

Requires a bachelor's degree and two years of related experience. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the degree and experience requirements.

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

Valid driver's license or evidence of equivalent mobility.



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### Knowledge Requirements

- Considerable knowledge of the principles and practice of probation, child placement, and child protection issues.
- Considerable knowledge of local ordinances, state, and federal laws affecting children.
- Knowledge of court procedures.
- Considerable knowledge of individual and group behavior.
- Knowledge of available community resources and national alternative approaches to juvenile rehabilitation and care.
- Knowledge of word processing and specialized court/case management software.

### Skill Requirements

- Interpersonal and collaborative skills to work constructively within an agency in a community setting and effectively utilize available resources and services in connection with a case plan.
- Planning, organizing, and implementing skills case plans.
- Analyzing and reviewing case issues and materials to make recommendations and to make fair and impartial decisions concerning case dispositions, detention, and custody of children.
- Rapport building, counseling, and interviewing skills.
- Strong written and verbal communication skills to prepare and present information and facts to the public, the court, clients, or community groups.
- Monitoring compliance of conditions with the family and children and to provide appropriate guidance and support.
- Preparing and documenting reports, case information, plans, reports, and other information needed to properly maintain case management records.
- Proficiently uses required software programs.

### Physical Requirements

- The essential functions of the job typically require: grasping, 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.
- Work is performed in a comfortable office work environment. Employee is exposed to biological hazard in the performance of drug testing.
- Employee is subject to some travel in the performance of the job. Employee has 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 II was last reviewed and updated 1/31/2001 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/2001 by BCC.
- Revised job description 2/8/2002 by BCC.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.
- On 10/1/2022, the Supreme Court approved amendments to the General Summary and Major Responsibilities to comply with changes in statute.
- On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc.