



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Director of Juvenile Court Services

Title of Immediate Supervisor:	Court Administrator
Department/Division:	Juvenile Court
Pay Grade/FLSA Status:	20 / Exempt
Job Titles Accountable For:	Juvenile Court Officers; Juvenile Court Supervisor; Juvenile Court Administrative Assistant

General Summary or Purpose

The Director of Juvenile Court Services is responsible for planning and directing all juvenile court services in the judicial unit. Supervises professional and clerical staff engaged in providing juvenile court services and programs. Provides leadership in fostering the development of community-wide programs.

Positions assigned to this classification provide leadership in fostering the development of community-wide programs. The Director of Juvenile Court Services differs from the Juvenile Court Supervisor in that the former classification manages a juvenile court services unit and thus needs to devote a greater proportion of the job to management, fiscal monitoring, staff supervision and case management activities, and the latter assists the Director of Juvenile Court Services in carrying out the director's functions and supervises a judicial district or assigned juvenile court officers and administrative assistants.

Major Responsibilities & Essential Functions

1. Plans, organizes and directs programs to provide juvenile services in accordance with court rules, local ordinances, federal and state laws, administrative rules and policies. Applies caseload management principles to assure timely disposition of referrals. Oversees and monitors case management activities, records and information relevant on the juvenile court information system.
2. Supervises, delegates and monitors the work of a large juvenile court staff including responsibility for:
 - o Recruiting
 - o Interviewing
 - o Selecting and orienting new employees
 - o Training staff
 - o Assisting caseloads and monitoring work performance
3. Conducts informal adjustment proceedings and determines conditions of conduct; issues temporary custody orders, authorizes secure/non-secure detention, release of or shelter care of juveniles.
4. Develops procedures and implements programs and policies relating to juvenile court services consistent with directives established by the Juvenile Policy Board and the Supreme Court; assesses and evaluates the impact of new and changing situations and recommends methods to address changing situations.
5. Promotes cooperative relationships with state and local human service zones, law enforcement agencies and the community. Represents the juvenile court in task forces, forums and committees within the district on issues related to children.
6. Assists in the preparation of the biennial budget for the juvenile court. Reviews and approves expense vouchers, purchase requisitions and monitors contract service billings and compliance of contract services.
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 and six years of experience in a criminal justice or juvenile justice system. Specialized classes or training in management may substitute for up to two years of the work experience requirement on a year-for-year basis and graduate-level classes in criminal justice, juvenile justice or related area may substitute for up to one year of work experience if the program provided the knowledge and skills required to perform the duties of the position to be filled.



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Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.

Knowledge Requirements

- Extensive knowledge of the principles and practice of juvenile supervision, probation work and relevant laws, rules or administrative guidelines pertaining to juvenile probation.
- Considerable knowledge of court procedures.
- Considerable knowledge of caseflow management principles and procedures.
- Considerable knowledge of individual and group behavior.
- Knowledge of the principles of management and supervision.
- Knowledge of word processing, electronic spreadsheet, database and specialized court/case management software.
- Extensive knowledge of community resources.
- Knowledge of national trends, techniques and new approaches to juvenile rehabilitation, treatment and juvenile court services.

Skill Requirements

Skilled in:

- Supervising, directing, delegating and maintaining the work of a juvenile court services unit and staff.
- 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 prioritizing unit functions and services to effectively manage a department and direct district-wide programs.
- Developing and implementing comprehensive services or programs for juveniles.
- Applying analytical skills to review operating issues, making recommendations, making fair and impartial informal adjustments.
- Developing a rapport with clients, counseling, interviewing, assessing and evaluating client needs.
- Preparing and presenting information and facts to the public, clients or community groups and preparing relevant written and oral reports required.
- Monitoring fiscal operations, contracted services and the utilization of unit fiscal resources.

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 limited 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. Employee is exposed to biological hazard in the performance of drug testing.
- 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

- Director of Juvenile Court Services was last reviewed and updated 1/31/01 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/01 by BCC. Updated 1/2/02 by BCC based on department comments. Revised by the Supreme Court 4/04.
- Changes recommended by the Personnel Policy Board were approved by the Supreme Court on 8/23/07 and 9/8/10.



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- 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.
- Updated job titles under the "Accountable For" section on 7/2/15.
- On 4/12/17, the Supreme Court approved amendments to eliminate old language and to reflect unit supervising responsibility.
- Updated "Accountable For" section. On 8/26/20, the Supreme Court approved the Career Ladder Elimination Pilot Project which eliminated the career ladders in pay grades 1-6. The qualifications for the career ladder II positions became the new base requirement. The position titles remained the same except for the removal of the I and II. The non-career ladder III titles changed to senior deputy supreme court clerk and deputy clerk of district court supervisor.
- On 10/1/22, the Supreme Court approved amendments to the Major Responsibilities to comply with changes in statute.