



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Director of Juvenile Court Services

<b>Title of Immediate Supervisor:</b>	Unit Court Administrator
<b>Department/Division:</b>	Juvenile Court / District Court
<b>Pay Grade/FLSA Status:</b>	20 / Exempt
<b>Job Titles Accountable For:</b>	Juvenile Court Officers / Juvenile Court Supervisor / Administrative Assistant– Juvenile Court / Juvenile Court Case Aide / Juvenile Court Drug Court Coordinator / Juvenile Court Youth Coordinator

### General Summary or Purpose

The Director of Juvenile Court Services is responsible for planning and directing all juvenile court services in the court system unit. Provides leadership in fostering the development of community-wide programs. Plans, directs, organizes, and manages all department operations and personnel. Supervises personnel directly or through designated supervisors.

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, directs, organizes, and manages all department operations and personnel.
2. 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 caseflow management principles to assure timely disposition of referrals. Oversees and monitors case management activities, records, and information relevant on the juvenile court information system.
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 or as assigned.

### Minimum Qualifications

Requires a bachelor's degree and six 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

- 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

- Management and leadership skills to effectively manage department and personnel.
- 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: 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

- Director of Juvenile Court Services was last reviewed and updated 1/31/2001 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/2001 by BCC. Updated 1/2/2002 by BCC based on department comments. Revised by the Supreme Court 4/2004.
- Changes recommended by the Personnel Policy Board were approved by the Supreme Court on 8/23/2007 and 9/8/2010.
- 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.



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- Updated job titles under the "Accountable For" section on 7/2/2015.
- On 4/12/2017, the Supreme Court approved amendments to eliminate old language and to reflect unit supervising responsibility.
- Updated "Accountable For" section. On 8/26/2020, 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 10/1/2022, the Supreme Court approved amendments to the 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.