FINS Intake Officer

The Garland County Juvenile Court is accepting resumes for the position of FINS Intake Officer. The FINS Intake Officer serves as the initial contact with juveniles who have had a Families in Need of Services petition filed due to truancy issues, instances of running away, or behavioral problems.   Duties include preparation of adjudication orders, reviewing of all FINS orders, including orders to appear in court, setting return court dates and conducting “Validated Risk and Needs Assessments”. The FINS Officer also prepares records for the court on all FINS cases, updates case information, and prepares pre-disposition reports with recommendations on each case. This position is in the rotation for handling of after-hours calls. Additional responsibilities include the supervision of a backup FINS Intake Officer/Juvenile Probation Officer who assists the FINS Intake Officer.

Priority will be given to candidates with prior Juvenile Court experience. College degree and Probation Officer Certification is a plus. Garland County offers full benefits – medical, dental, vision and county retirement plan. Candidates should apply immediately but projected start date (subject to change) is January 8, 2019. Please email resumes to emilholland@garlandcounty.org.