JOB ANNOUNCEMENT

POSITION: Juvenile Intake Officer for the 14th Judicial District

\*\*Applications will be accepted until January 18, 2024

JOB DESCRIPTION: To respond to cases involving minors involved in criminal matters or Families In Need of Services matters. This will entail investigation and reporting in accordance with Arkansas law, providing aid and counsel to juveniles and their families when required, and aiding and assisting the Court as requested.

JOB REQUIREMENTS: Applicants must be at least 21 years of age and a U.S. citizen. Preference will be given to those who have a Bachelor’s degree in a related field or equivalent experience working with juveniles. Any applicant selected for employment must submit to a criminal background check and child maltreatment check conducted by the county prior to beginning employment. A successful applicant will be required to attend the Juvenile Officer Certification class within the first year of employment if not already a certified juvenile officer and must obtain 12 hours of continuing education each year, as authorized by the Circuit Court Juvenile Division Judge. Additionally, a successful applicant must maintain a valid Arkansas driver’s license, free of any serious violations, and be willing to undergo random drug testing throughout their term of employment.

JOB DUTIES:

1. Maintain regular office hours, with occasional early morning or evening hours as needed.
2. Complete intake/diversion process on referred juveniles and enter conditions into Contexte/database.
3. Complete SAVRY and other state-mandated assessment tools as required.
4. Formulate terms and conditions of probation or FINS supervision and prepare court orders.
5. Meet with juveniles and their families on a regular basis to monitor compliance, as well as maintain contact with other parties involved in the case.
6. Maintain up-to-date cases files and database/Contexte entries, draft documents, provide written court reports and testify in court.
7. Work with outside agencies and treatment facilities to coordinate services and resources.
8. Transport juveniles to and from detention facilities and/or placements as needed.
9. Serve on call hours on a regularly rotating schedule.
10. Other duties as assigned by the Court or Chief Juvenile Officer

Minimum starting salary is $42,786 per year. 80/20 employee insurance, 11 paid holidays, 5 days’ vacation after one year of service, 10 days after two years’ service. APERS state retirement program. Dental, vision and life insurance options also available.

Send cover letter and resume via email to [echristian@boonecountyar.com](mailto:echristian@boonecountyar.com) or by mail to Eric Christian, 1622 Campus Ave., Harrison, AR 72601.