

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: JUVENILE FINS INTAKE OFFICER

Exempt: No

Department: Circuit Court/Juvenile

Date Prepared: March, 2025

Supervisor: Circuit Court Judge & Chief Probation
Officer

SUMMARY: The summary of the FINS Intake Officer per Statute 9-27-308 is as follows:

(a) Intake Officers. (1) The judge or judges of the circuit court designated to hear juvenile cases in their district plan under Supreme Court Administrative Order Number 14, originally issued April 6, 2001, shall designate no fewer than one (1) person in his or her judicial district as intake officer for the court.

(2) (A) An intake officer shall have the following duties:

(i) To receive and investigate complaints that a juvenile is in need of services;

(ii) To make appropriate referrals to other public or private agencies of the community if their assistance appears to be needed or desired; and

(iii) To perform all other functions assigned to him or her by this subchapter, by rules promulgated pursuant thereto, or by order of the court.

(B) Any of the foregoing functions may be performed in another state if authorized by a court of this state and permitted by the laws of the other state.

(3) If the intake officer has reasonable cause to suspect that a juvenile has been subjected to child maltreatment as defined in § 12-18-103(7), the intake officer shall immediately notify the central intake of the Department of Human Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The Juvenile Intake Officer is accountable for 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. The petitions are filed by all Garland County school districts, parents/custodians, law enforcement, various counseling and mental health treatment centers, referred by the Arkansas Department of Human Services, and any other concerned persons/entities. This officer supports families in crisis, promotes family preservation, helps juveniles remain in school, assists in runaway prevention, discourages suicidal ideations, and

assists with mental health disorders by providing court ordered supervision and treatment. The officer is directly responsible for the supervision of two juvenile probation positions who assist the FINS officer.

1. Receive and investigate complaints that a juvenile and/or the family is in need of services.
2. Confer with the juvenile(s), parents, school personnel, and other interested parties.
3. Back-up FINS officer will assist with the duties of the FINS Intake Officer position.
4. Set appointments with parent/guardian to determine if a FINS petition should be filed.
5. Attend and present case information to the court.
6. Enter personal juvenile information, schedule cases, and enter disposition in Contexte for FINS cases for court. Open case file on diversions and enter personal juvenile information and disposition.
7. Prepare court docket.
8. Prepare adjudication orders, review orders and orders to appear in court. Set return court dates. Enter Judge's notes in Contexte during court.
9. Maintain contact with parent/guardian after intake if not provided court supervision.
10. Maintain-an open relationship with all county, city and state law enforcement agencies, care providers, public defenders, ad litem attorneys, treatment facilities, etc.
11. Notify all parties regarding the time, place and purpose of the hearings and deliver orders to appear to the Sheriff's Office for attempt of service.
12. Conduct the "Validated Risk and Needs Assessment" per Arkansas Code Title 9. Family Law § 9-27-368 as assigned by Chief Probation Officer.
13. Document findings of the "Validated Risk and Needs Assessment" per Arkansas Code Title 9. Family Law § 9-27-368.
14. Prepare records for the court for all FINS cases, update information, and prepare a pre-disposition report with recommendations on each case as it goes through formal court adjudication.
15. Prepare predisposition reports make recommendations on juvenile FINS cases pending court action.
16. Set up non-judicial contractual agreements for cases. Arrange

diversions (out of court dispositions.) Meet with juvenile and parent/custodian. Place on informal supervision with additional sanctions.

17. Follow up on diversion cases to ensure that the juvenile is following the terms of the agreement.
18. Upon completion of the diversion agreement, notify the juvenile and parent/custodian that the agreement has been dismissed.
19. On rotating call list for all law enforcement, care providers, treatment facilities and court staff in Garland County to advise and direct each agency with problems concerning juveniles and to make immediate and accurate decisions concerning detention or release of juveniles charged with criminal offenses.
20. Ensure that all conferences with juveniles and their parents/custodians are conducted in a professional manner and that all parties understand the consequences of the juvenile's action, thus keeping all involved parties informed.
21. Administers Court ordered drug screens as required by Judge which puts personnel at risk of contracting serious infectious diseases due to potential exposure to bodily fluids.
22. Furnish the Public Defender and with copies of recommendations on cases scheduled for court.
23. Prepare orders and dismissals for cases on review.
24. Enter violations, dispositions, and diversions in Contexte.
25. Prepare Drug Court orders and participate in Drug Court monthly meetings.
26. Back-up Delinquent Intake Officer in the event of an absence.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Must have bachelor's degree or experience working with juveniles. The incumbent must have completed the 40-hour juvenile certification course and complete 12 hours of annual continued education.

OTHER SKILLS AND ABILITIES:

The juvenile intake officer should possess computer skills, have knowledge of modern office practices, procedures and equipment. Must have strong written and verbal communication skills. Must possess the ability to make immediate, conclusive decisions serving in the best interest of the juveniles, ~~victim~~ and community. Must possess the ability to make sound decisions in highly emotional/volatile situations. This person must possess knowledge of best practices involving juvenile justice, along with a strong understanding of the Arkansas juvenile code as written and practiced.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects and to talk or hear. The employee must occasionally stand, walk, stoop, kneel or crouch and reach with hands and arms. Specific vision abilities required for this job include the ability to adjust focus, distance vision, depth perception and peripheral vision.

The employee is occasionally required to lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.