



JOHNSON COUNTY GOVERNMENT JOB DESCRIPTION

DEPARTMENT: Johnson County Community Corrections Juvenile
1121 Hospital Road; Franklin, Indiana 46131

POSITION: Juvenile Field Officer/Special Deputy

STATUS: Full-Time Employee / 37.5 Hours per Week

WORK SCHEDULE: Flexible Varied Schedule; including weekends and evenings

FLSA STATUS: Non-Exempt

SALARY: \$58,275.00 annually / \$29.884 per hour + On-Call Stipend

Position Qualifications

- High School Diploma or GED. Bachelor's degree is preferred from an accredited college or university in Criminal Justice or Social Science and/or equivalent combination of education or work experience in related fields.
- Have completed or is able to successfully complete training required to achieve Special Deputy status through Johnson County Sheriff's Office.
- Ability to maintain strict confidentiality of all client records and information.
- Must have a valid driver's license and demonstrate a safe driving record; travel where required to conduct searches and verify justice involved youth movement.
- Will be required to submit and pass a urine drug screen, a criminal background check, and a background check with the Indiana Department of Child Services.
- Ability to work a flexible schedule which regularly includes evenings and weekends; sometimes Holidays
- Possess a general knowledge of the juvenile justice system.
- Possess a general knowledge of youth service providers of Johnson County.
- A desire to work with justice involved youth.

Position Goals & Objectives:

- To mentor at-risk youth through positive role modeling and accountability.
- To mentor at risk youth to seek and maintain employment and continue education.
- To foster positive relationships with other juvenile justice agencies and community partners.
- To improve public safety through the enforcement of adherence to court-ordered programs.

Position Responsibilities:

- To act professionally, with integrity, and uphold the oath of office for a Special Deputy with the Johnson County Sheriff's Office.
- To monitor and track justice involved youth while at home, school, work or court ordered programming.

- To carry a department issued cell phone, maintain a rotating on-call status, and respond to electronic monitoring alerts, on a 24 hours basis.
- To conduct sign-ups for new program participants ordered to complete Monitored Supervision (electronic monitoring) upon the conclusion of court hearings or probation appointments.
- To conduct weekly check-in in the office with justice involved youth to approve and verify movement.
- To conduct random home and/or employment checks as required by agency policy.
- To respond to phone inquiries and requested schedule changes by justice involved youth or their caregivers.
- To document any and all contact with Juvenile Corrections participants in Quest immediately following its occurrence.
- To complete required paperwork, such as Notice of Violations, Probable Cause Affidavits or additional narratives for justice involved youth who violate, escape, or commit a new offense.
- To perform visits of court ordered programming when requested by program instructors.
- To attend required meetings, such as problem-solving court, staff meetings, child service planning meetings, and/or probation meetings.
- To comply with all Johnson County Sheriff's Office Special Deputy, training requirements, policies and procedures, and directives.
- To be available to conduct Juvenile Detention transports when requested.
- To provide security to Juvenile Court when requested.
- To perform one or more sweep of juvenile probationers, per month, with the probation department.
- To attend court hearings as requested.

Additional Information

- Off duty employment is permitted, upon approval of the Johnson County Sheriff's Office, but not before:
 - External Applicants: after one year of service within this position.
 - Internal Applicants: after six months of service within this position.
- This position does not qualify for the 1977 Police Officers' and Firefighters Retirement Fund.
- This position does qualify for the Public Employees' Retirement Fund (PERF) through the Indiana Public Retirement System.