

## **JUVENILE OFFICER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This is highly responsible specialized and sensitive law enforcement work directed specifically toward juveniles.

### **DISTINGUISHING FEATURES OF THE CLASS**

This position involves a one-man operation covering all matters concerned with juveniles. Incumbent assists in the coordination of the operations of the juvenile division with those of the other divisions of the police department as necessary. Outside field work is personally performed by incumbent as indicated by circumstances. When it becomes necessary for incumbent to acquire assistance from other officers, he will supervise them as circumstances require. Such supervision is temporary, and only a secondary duty. Consultations and conferences are held with other officers, civic groups, court representatives, and judiciary, and other groups interested in juvenile matters. All work of the juvenile division is performed by the incumbent, and he receives only very general supervision from a superior officer, who allows extreme latitude to the incumbent in his choice of methods and procedures. It follows that considerable discretion and mature judgement is required for this position. Supervision is received by consultation and review of results obtained with the police chief or assistant chief.

### **EXAMPLES OF WORK**

(Illustrative only.)

Holds conferences with, reviews reports from other officers, acts on recommendations for disposition of cases.

Consults with juveniles, guardians, parents, and others on criminal and delinquency problems and counsels parents and juveniles on their particular problems.

Maintains close cooperation with other divisions of the police department and is apprised by these divisions of situations and incidents of interest to the juvenile division.

Handles emergency calls in off-duty hours as required by the situation, and assists other officers in difficult cases dealing with juveniles, as indicated.

Maintains detailed records and case histories concerning juveniles including all offenses.

Compiles and submits periodic reports on juvenile offenses and operations of the division to appropriate authorities as required.

Maintains close cooperation with the district attorney in preparing cases for prosecution, and with the judiciary on juvenile cases under consideration.

Performs various related duties as assigned, required, or indicated.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: associate's degree, bachelor's degree or college transcript, any one of which must indicate that graduation has occurred or a degree awarded.

Must be not less than twenty-one (21) years of age.

Must possess a valid driver's license.

Must have at least two (2) years of full-time work experience in teaching, law enforcement, social work, counseling or other related field.

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