

**JUVENILE OFFICER**

(Competitive Class)

**GENERAL STATEMENT OF DUTIES**

This is specialized field and office police work involving the investigation and follow-up of all matters concerning juveniles. The incumbent may be assigned regular line police duties, but is in specific charge of all juvenile matters.

**EXAMPLES OF WORK**

(Illustrative only. Examples listed below are not intended to be either inclusive or exclusive.)

Investigates all complaints involving juveniles.

Counsels juveniles and consults with parents on criminal and delinquency problems.

Transports juveniles and attends juvenile court when necessary.

Maintains records concerning juveniles.

Compiles and submits reports on juvenile offenses and on other matters involving juveniles.

Designs programs to prevent juvenile crime and personally implements these programs with assistance from schools, civil groups, etc.

Performs related police work as assigned by superior.

**QUALIFICATION REQUIREMENTS**

Must have at least three (3) years experience as a full time paid law enforcement officer immediately preceding the closing date for application to the board.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of

completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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