

Job Description: JUVENILE OFFICER/TRAINING OFFICER **(SHERIFF'S OFFICE)**

CLASS NO: 1829

EEOC CATEGORY: Protective Service Workers

PAY GROUP: Unclassified

FLSA: Nonexempt

SUMMMARY OF POSITION

Protects county residents and property, enforces laws, and performs patrol and emergency response functions and other duties as needed. This position will include shift work.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Patrol Lieutenant
2. Directs: This is a non-supervisory position
3. Other: Works closely with other departmental employees; federal, state, and local law enforcement agencies; other local officials; and the general public.

EXAMPLES OF WORK

Essential Duties*

Juvenile

Review daily logs for incidents involving juveniles. Develop/maintain/review case folders and reports. Review juvenile cases with Patrol Deputies to determine course of action before charges are filed. Help counsel adults, juveniles and school personnel on criminal and non-criminal matters. Cultivate, develop and maintain effective working relationships with teachers, counselors and school administrators. Maintain contact with the District Attorneys, County Attorneys, Juvenile Courts, Juvenile Probation and other agencies.

Training

Under general supervision of the Patrol Lieutenant they are responsible for planning, coordinating, scheduling, and documenting all training for Sheriff's Office personnel. The Training Coordinator must have considerable knowledge of departmental policies, procedures and have the ability to explain each policy to personnel should the need arise. Must possess organizational and technical skills and have the ability to use independent judgment working with little direct supervision when necessary.

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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Other Important Duties*

Additionally, they will be able to develop courses, create lesson plans, and/or instruct training courses to ensure all sworn officers meet TCOLE requirements. Help develop and prepare the Sheriff's Office training manuals and professional staff work in support of the office's recruitment and selection.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Skill/Ability to:

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma or successfully obtained a GED;

Associates Degree or equivalent college hours;

Advanced TCOLE certification with a minimum of 2500 hours;

Minimum of 15 years of Law Enforcement Experience;

FTO Certificate, Instructors Certificate;

Juvenile Investigation experience;

Possess a valid driver's license with acceptable driving record;

Pass a pre-employment physical fitness test, medical physical and drug test; and

Pass a comprehensive background check, polygraph, search of local, state, and U.S. national records and fingerprint files to disclose any criminal record.

CERTIFICATES AND LICENSES REQUIRED

TCOLE Certification