

CITY OF SCOTTS VALLEY

CLASS SPECIFICATION

JUVENILE COMMUNITY SERVICES OFFICER/ TRAINING COORDINATOR

JOB PURPOSE:

Under general supervision, to assist the department's Investigations Unit with juvenile diversion, juvenile work release, DARE, public relations activities, and miscellaneous office work. Work as the department's training coordinator responsible for the extensive documentation and coordination of training, assist the traffic sergeant with miscellaneous vehicle abatement reports, and other job duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This non-sworn position is a full-time entry level juvenile community services officer/training coordinator. Incumbents work full-time during the day. Hours may vary from day to day depending on needs. Incumbent may be required to wear a department uniform as specified by the Chief of Police and/or his designee, especially during public appearances.

EMPLOYMENT QUALIFICATIONS (MINIMUM REQUIREMENTS):

Proof at time of application that candidate will be at least 18 years of age at time of employment.

High school diploma or GED/equivalent.

Valid California motor vehicle operations license (Class C/Class 3).

Some general office experience, preferably with a law enforcement agency.

Accurate typing/keyboard skill of 45 words per minute.

Must be a citizen of the United States or a permanent resident alien who has applied for citizenship one year prior to application for employment, in accordance with Section 1031.5 of the Government Code.

Must reside within a 60 minute drive to One Civic Center Drive, Scotts Valley, or be willing to relocate within a time limit as set by the Chief of Police of Scotts Valley.

KNOWLEDGE OF:

Knowledge of proper English grammar, spelling, sentence composition and punctuation.

Some knowledge of human motivation and behavior.

Some knowledge of juvenile delinquency, its etiology and affects on local communities.

Some knowledge of effective conflict resolution.

ABILITY TO:

Learn, understand and assist with various Investigations Unit programs, including but not limited to crime prevention presentations, home security inspections, DARE, juvenile diversions, juvenile work release, public relations details; hear, understand, recall and accurately relay verbal communications and instructions received in person, over radio waves or via telephone; read and understand written instructions, City Personnel Rules and Regulations, local, state and federal laws, police department General Orders manual, department rules, regulations and procedures, juvenile and crime related literature; communicate effectively with other employees and members of the public; learn and efficiently execute word processing tasks and other various software programs; operate camera, P.A. system and other visual display equipment; organize office tasks; practice efficient time management.

EXAMPLE OF DUTIES (ESSENTIAL DUTIES):

Juvenile Community Service Officer / Training Coordinator may be required to perform any one or combination of the following duties and tasks:

1. PHYSICAL PERFORMANCE DUTIES:

Involves working in an office environment, sometimes seated, sometimes walking from office to office. Involves operating a keyboard/computer, answering and making telephone calls, organizing paperwork, carrying equipment and public information literature, filing paperwork, opening and closing file cabinets and drawers, using office equipment (staplers, hole punches, etc.). Involves working in an office during times of high pressure and/or confusion. Involves occasionally working outdoors. Involves being able to drive a vehicle for the purpose of assisting in making presentation at schools, residents, businesses, etc.

2. JUVENILE COMMUNITY SERVICE OFFICER/TRAINING COORDINATOR DUTIES:

- A. General JCSO Duties - Examples: Receive information via telephone, in person or over radio waves; listen carefully and communicate effectively with co-workers and members of the public; computer/keyboard work; office filing, organization; observe and accurately recall names, faces, numbers, incidents and places; take directions from several supervisors; however, directly supervised by the Investigations Sergeant; assist the Investigations personnel with the preparation and implementation of various programs (i.e., DARE, bike rodeos, neighborhood watch presentations, safety demonstrations, Junior Police Academy, work release, home security inspections, etc.).
- B. Reading and Writing - Read statutes, reports, memos, juvenile and police related literature, training material, etc. Examples: Read and understand department rules, regulations and procedures.
- C. Decision Making - Involves analysis, evaluation and inquiry in order to make proper determinations (e.g., evaluating attitude and perspective of juvenile's parent(s) towards a diversion meeting and relaying this information to the juvenile officer when appropriate).
- D. Review and Recall of Information - Involves review and study of information for later recall. Examples: Review reports for juvenile diversion, appointment dates, etc., to assist the juvenile officer with his/her duties, maintain knowledge of the POST

Administrative Manual, etc.

E. Individual program duties:

1. Compile training booklets, visual aids, buddy bears, and other related equipment. Assist juvenile officer in coordinating presentation dates, transport of supplies to classrooms, collecting written questions from students, and additional related duties as assigned.
2. DARE - Compile learning materials and store in an organized manner, assist in the transport and display of materials, assist in the planning and scheduling of presentations, and additional related duties as assigned.
3. Juvenile Diversions - Assist in the scheduling of diversion meetings, review and tracking of juvenile reports and diversions, management of juvenile diversion file and logs, assist with the formulation of diversion contracts and assignments, follow-up phone calls to divertees and their parents, referrals to appropriate organizations for distraught parents and juveniles, and other duties as assigned.
4. Juvenile Work Release - Assist in scheduling work release for specified divertees, reviewing and updating work release files and sign-in log, interface with Parks and Recreation staff to monitor progress of program, and any problems that arise, conduct follow-up phone calls to divertees and their parents, and other duties as assigned.
5. Public Relations Programs - Assist the Investigations Unit with various public relations details, including but not limited to: department tours, talking car presentations, neighborhood watch presentations, bike rodeos, babysitter training, crossing guard program, home security presentations, Kids I.D. Day, and any other public relations events assigned.
6. Training Coordinator - Acting under the supervision of the Training Sergeant, schedule training dates for all personnel, make necessary reservations for training such as course reservations, hotel, travel arrangements, generate necessary check requests, keep accurate logs of all training expenditures and record all training completed for department personnel, forms, etc. Coordinate with training sergeant and FTO's for all manual updates including the PAM, Training Manual, Report Writing, Redi-Ref, etc. Maintain all roll call training logs, video training logs, computer training logs, etc.
7. Traffic Unit - Assist the traffic sergeant in completing all abandoned/abated vehicle reports. Assist with traffic counts and speed surveys. Coordinate with Volunteer Unit to put speed awareness unit in appropriate locations. Assist with the coordination of any traffic public relation presentations.

APPROVED BY THE CITY COUNCIL: February 15, 2006