

**SUPERIOR COURT OF THE STATE OF WASHINGTON
OKANOGAN JUDICIAL DISTRICT
JUVENILE COURT SERVICES**

OKANOGAN COUNTY POSITION DESCRIPTION

**** TRANSPORT OFFICER ****

DEPARTMENT: Juvenile

RESPONSIBLE TO: Juvenile Services Administrator (or Designee)

IMMEDIATE SUPERVISOR: Juvenile Services Administrator (or Designee)

STATUS: Hourly (part-time/on call) - Non-Union - Non-Exempt

PROPOSED PAY GRADE: 7

JOB OBJECTIVE/SUMMARY:

Under general supervision, provides support services to Department personnel by transporting youth engaged in treatment services and/or youth in custody. Performs related duties as assigned.

POSITION RESPONSIBILITIES:

1. Drives a Department vehicle to transport youth that are involved in departmental services.
2. Maintains for the care, custody and control of youth being transported.
3. May be required to transport and supervise youth engaged in Saturday community service projects.
4. Operates and maintains job-related equipment on a weekly basis.
5. Prepares and completes detailed reports, forms, logs, and required paperwork.
6. Attends job-related training.
7. Perform such other duties and functions that may be necessary to assist the Juvenile Department, as directed by the Administrator or Designee. Be subject to on call status or irregular working days and hours as needed.

REQUIRED QUALIFICATIONS

1. Must be 18 years of age or older and have the legal right to live and work in the United States.
2. High School Diploma or GED Equivalency with at least two years experience in operating a motor vehicle..
3. Valid Drivers License and Proof of Insurance.

4. Basic computer skills.
5. Effective written and oral communication skills.
6. The ability to work irregular hours and to be subject to call in on short notice.
7. The ability to maintain a professional and positive work attitude and conduct with co-workers, supervisors, juvenile inmates, other agencies and the general public.
8. Must be of high moral character, have a commitment to the agency mission and the ability to maintain confidentiality. Must be law abiding, drug free and not involved in alcohol abuse.
9. Certain job areas or assigned functions may require special educational levels, licensures and/or certifications. If so, these requirements will be specified in the job announcement. Any waivers of qualifications or requirements are at the sole discretion of the Administrator.

DESIRED QUALIFICATIONS:

1. Experience working with youth.
2. Excellent report writing and record keeping skills.
3. Knowledge of the Juvenile System.
4. Knowledge of basic automotive maintenance and/or repairs.

CONDITIONAL EMPLOYMENT REQUIREMENTS:

The following training, certifications and reporting requirements must be successfully completed, maintained or complied with during the duration of employment, as a condition of employment. Failure to successfully complete, maintain or comply with these requirements could result in dismissal from employment.

1. Must successfully complete basic first aid and CPR certification within three months of employment and maintain certification during the duration of employment.
2. Must maintain a valid drivers license and insurance at all times during employment.
3. Must report any criminal convictions, guilty pleas or deferral agreements immediately to the appropriate supervisor or the Department Head.
4. Must maintain high moral character, have a commitment to the agency mission, be able to abide by the Department's principles, and must be able to adhere to and maintain confidentiality. Must be law abiding, drug free and not involved in any alcohol abuse and must not be involved in any violations of the law associated with drug or alcohol use.

EQUIPMENT USED:

1. County Motor Vehicles.

2. Office equipment, including computers.

WORKING ENVIRONMENT:

Mostly in the field transporting youth and/or supervising youth groups engaged in the community service projects.

This is position that requires irregular working hours including Saturdays.

PRE-EMPLOYMENT BACKGROUND CHECKS AND TESTING

No offer of employment will be made until a criminal and child abuse records check and background and reference checks have been completed. Offers of employment may be conditional upon successfully completing Drug Testing and/or Polygraph Testing and/or Psychological Testing. Other testing or checks may be made at the employer's discretion to determine suitability for employment.

PHYSICAL FITNESS ABILITY TESTING

While the applicant is encouraged to be and remain in good physical condition, Washington State does not currently require fitness ability testing for this position.

EMPLOYEE ACKNOWLEDGEMENT

I have read and received a copy of my position description. This position description reflects general details necessary to describe the position's essential functions and the position's level of knowledge and skill typically required. The position description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

I have read and received a copy of my position description.

Employee Signature

Date