



Franklin County Domestic and Juvenile Courts

POSITION TITLE:	Juvenile Court Officer
IMMEDIATE SUPERVISOR:	Lead Juvenile Magistrate
WORKING HOURS:	Monday- Friday 7:30am to 4:30pm or 8am to 5pm
STARTING SALARY:	\$27.25 p/h. Position is subject to 180-day probationary period.
MINIMUM REQUIREMENTS:	Bachelor's Degree or equivalent experience in criminal justice, legal studies, or law enforcement. Minimum of three (3) years' experience working for a court system and knowledge of court procedures and policies. Knowledge of juvenile statutory requirements preferred. Proficient in Microsoft Word. Strong computer skills.
	Unclassified (non-exempt)

POSITION SUMMARY:

The Juvenile Court Officer assists Juvenile Magistrates in the daily administration of their docket and cases. Maintains a controlled environment in the courtroom and adjacent areas. Facilitates the process in which all parties associated with a case are checked-in and have provided the required paperwork. Stocks and assembles all documents and materials for court proceedings. Acts as a liaison between the Magistrate, attorneys, and the litigants.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Sets-up courtrooms daily; maintains docket boards; checks-in litigants and attorneys for the assigned courtroom.
2. Maintains controlled courtroom and adjacent areas and monitors for volatile situations.
3. Answers inquiries from court personnel, attorneys and the public regarding court procedures and policies related to cases.
4. Scans and electronically files documents from Court rooms including, but not limited to warrants, magistrate orders, bonds, etc.
5. Obtains information on cases from court files or Clerks office as needed by the Magistrate, including out of county and out of state courts.
6. Enforces court's dress code and courtroom polices for all case participants.
7. Ensures accuracy of data given to and received from the Bureau of Motor Vehicles.
8. Performs other duties as assigned.

CORE COMPETENCIES / KSA'S:

Familiar with standard concepts, practices, and procedures within the Court System

Great attention to detail

Must be able to work well with the public.

Ability to rely on experience and judgment to plan and accomplish goals

Able to perform a variety of tasks concurrently

Demonstrated core behaviors of accountability and dependability

Able to manage projects or programs

Excellent problem-solving skills with the capacity to communicate proposed solutions

Strong written and verbal communication skills

Strong computer skills and ability to learn/use to electronic filing system