

JUVENILE AIDE OFFICER

Distinguishing Features of the Class: This is a law enforcement position involving the care and detention of juveniles and in providing services to community groups, schools and parents in dealing with juveniles, crimes and child abuse problems. Although the work involves the enforcement laws affecting juveniles, a great deal of effort will be expended in the field of public relations on juvenile delinquency problems and its prevention. The work is performed under the general supervision of higher level officers in the Sheriff's Department. Does related work as required.

Typical Work Activities:

- Oversees, plans, conducts and evaluates an ongoing public relations program concerning juvenile and youth problems in areas such as drugs, bicycle safety, crime prevention and public safety;
- Prepares and presents lectures and talks to community, fraternal and school groups on problems facing youth and law enforcement officers;
- Meets with juveniles and their parents to discuss problems and provide referral services to help overcome identified problem areas;
- Conducts criminal investigations where juveniles may be involved for presentation to the Family Court;
- Maintains records requested and/or required by various public agencies affecting the care and counseling of juveniles;
- Investigates child abuse complaints and cases;
- Provides a variety of services associated with the care, transportation and detention of juveniles.

Full Performance Knowledges, Skills, Abilities and Personal Characteristics:

- Good knowledge of the criminal justice system as it pertains to youthful offenders, juveniles and the Family Court;
- Working knowledge of community groups involving youth activities;
- Ability to deal with troubled youth involved in improper or illegal activities;
- Ability to impart legal procedures to youth, court members and offenders;
- Ability to speak before groups;
- Ability to establish and maintain effective working relationships with others;
- Ability to gain the confidence of youth and their families;
- Ability to maintain accurate records and make oral and written reports;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

- (A) One year of experience in working with youth in a legal setting such as a juvenile officer in a law enforcement agency; **OR**
- (B) Graduation from a regionally accredited or New York State registered college with an associate degree in criminal justice, sociology or related field; **OR**
- (C) Two years of full-time paid experience in working with youth in recreation, youth development, character building, delinquency prevention or similar field; **OR**
- (D) Any combination of training and experience as defined by the limits of (A), (B) and (C) above.

Special Requirement: Possession of an appropriate New York State Drivers License.

4/30/1992

2/24/2000 Retyped

3/24/2010 Retyped

CLASS: COMPETITIVE