

JUVENILE SERVICES COMPLIANCE MONITOR - 9526

Distinguishing Characteristics of Work

This is professional work in the Juvenile Delinquency Court monitoring compliance with court orders, diversion programs and services. Work is performed under the general supervision of a Court Operations Manager.

Specific Duties and Responsibilities

- Reviews case files and database and monitors case progress;
- Reviews case files and database to ensure juveniles are compliant with court ordered treatment;
- Attends court hearings and provides case information to the court;
- Informs juveniles and parents of diversion programs and monitors compliance in order to prevent the case from being filed in the court;
- Identifies events and trends which impact negatively upon the timely progress of the case and informs the court and administration of findings;
- Provides liaison between community agencies and the court;
- Updates and maintain manual and automated case management information and statistical data;
- Performs related duties as required.

Education and Training Guidelines

Bachelor's degree in social work, psychology, criminal justice, or related field; supplemented by 2 years of supervised experience in case management that provides considerable knowledge of the court system and judicial process, preferably in delinquency/juvenile cases. A Master's degree may substitute for a portion of the required experience.

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Knowledge, Skills and Abilities

- Knowledge of court case management principles;
- Knowledge of Florida Statutes, Chapter 985;
- Knowledge of juvenile community resources and ability to make referrals and monitor procedures;
- Knowledge of courtroom protocol for delinquency court proceedings;
- Ability to interact effectively with professional and support staff;
- Ability to communicate clearly and effectively;
- Ability to maintain confidentiality and discretion concerning cases;
- Ability to use a personal computer and software applications;
- Ability to analyze data and case information;
- Ability to identify problems and make recommendations for improvements;
- Ability to establish work priorities and meet deadlines.
- Timeliness and attendance are essential functions of the job.

The Broward County Court Administrator is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Broward County Court Administrator will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective: October 1, 2005