

## JOHNSON COUNTY GOVERNMENT JOB DESCRIPTION

**DEPARTMENT:** Johnson County Community Corrections Juvenile  
1121 Hospital Road Franklin, Indiana 46131

**POSITION:** Juvenile Field Officer/Special Deputy  
**STATUS:** Full-Time Employee / 37.5 Hours per Week  
**WORK SCHEDULE:** Flexible Varied Schedule  
**FLSA STATUS:** Non-Exempt

**SALARY:** 2024 Pay: \$55,500 Annually / \$28.462 hourly

### **Qualifications:**

- High School Diploma or GED. Bachelor's degree preferred from an accredited college or university in Criminal Justice or Social Science and/or equivalent combination of education or work experience in related fields.
- Have completed or is able to successfully complete training required to achieve Special Deputy status through Johnson County Sheriff's Office.
- Ability to maintain strict confidentiality of all client records and information.
- Must have a valid driver's license and demonstrate a safe driving record; travel where required to conduct searches and verify offender movement.
- Will be required to submit and pass a urine drug screen, a criminal background check, and a background check with the Indiana Department of Child Services.
- Ability to work a flexible schedule which regularly includes evenings and weekends; sometimes Holidays
- Possess a general knowledge of the juvenile justice system.
- Possess a general knowledge of youth service providers of Johnson County.
- A desire to work with youthful offenders.

### **Goals & Objectives:**

- To mentor at-risk youth through positive role modeling and accountability.
- To mentor at risk youth to seek and maintain employment and continue education.
- To foster positive relationships with other juvenile justice agencies and community partners.
- To improve public safety through the enforcement of adherence to court-ordered programs.

### **Responsibilities:**

- To act professionally, with integrity, and uphold the oath of office for a Special Deputy with the Johnson County Sheriff's Office.
- To monitor and track youthful offenders, while at home, school, work or court ordered programming.
- To carry a department issued cell phone, maintain a rotating on-call status, and respond to electronic monitoring alerts, on a 24 hours basis.
- To conduct sign-ups for new offenders going on Monitored Supervision (electronic monitoring) upon the conclusion of court hearings or probation appointments.
- To conduct weekly check-in in the office with offenders to approve and verify movement.
- To conduct random home and/or employment checks as required by agency policy.
- To respond to phone inquiries and offender schedule changes.
- To document any and all contact with Juvenile Corrections participants in Quest immediately following its occurrence.

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- To complete required paperwork, such as Notice of Violations, Probable Cause Affidavits or additional narratives for offenders who violate, escape, or commit a new offense.
- To perform visits of court ordered programming when requested by program instructors.
- To attend required meetings, such as problem-solving court, staff meetings, child service planning meetings, and/or probation meetings.
- To comply with all Johnson County Sheriff's Office Special Deputy, training requirements, policies and procedures, and directives.
- To be available to conduct Juvenile Detention transports when requested.
- To provide security to Juvenile Court when requested.
- To perform one or more sweep, of juvenile probationers, per month, with the probation department.
- To attend court hearings as requested.

I, \_\_\_\_\_ attest that I am capable of performing the above listed duties for the position of: **Juvenile Field Officer**. I acknowledge that I have read, understand, and will comply with the duties and responsibilities of this position. I acknowledge that I have read, understand, and will comply with all policies set forth by the Johnson County Government, Johnson County Community Corrections Juvenile, and Johnson County Sheriff's Office and other applicable Johnson County Government agencies.

\_\_\_\_\_  
Employee Printed Name

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Employee Signature

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Date of Signature

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Director or Designee Printed Name

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Director or Designee Signature

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Date of Signature