

YOUTH SERVICES SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of complex, specialized, and legal duties in support of functions and programs within the Police Department dealing with juvenile offenders; diverts first time offenders; works with status offenders, pre-delinquent teens and their families; conducts transactions involving the public, school district, court, other City departments, outside agencies and their employees; compiles statistics on youth recidivism; fosters a positive relationship between local youth and youth programs and the City of Suisun City while serving as an intermediary between juvenile arrests and formal probation.

IDENTIFYING CHARACTERISTICS

This is a journey level class distinguished by the use of independent judgment, coordination requirements with various departments and outside agencies, the depth of knowledge regarding youth and socio-economic issues, and degree of interpersonal skills required to perform successfully.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Researches and develops alternative funding sources for addressing at-risk youth; writes grant requests.
2. Develops and uses various sources to trace and locate runaway youths; counsels status offenders, runaways, and truant.
3. Assists in coordinating youth activities and speaker programs; gives presentations on youth programs to local and regional groups.
4. Coordinates, maintains, and tracks youth in Suisun City's Diversion Program for Juvenile Criminal Offenders, conducts diversion sessions, oversees work groups, and makes recommendations concerning program changes; develops and implements short-term and ongoing projects to promote constructive youth involvement with the community.
5. Compiles and maintains demographic information related to juveniles and juvenile programs.
6. Performs special studies and prepares staff reports; coordinates special projects; assists supervisors with a variety of administrative problems and assignments.
7. Assists in coordinating youth related law enforcement activities; confers with citizens, other law enforcement agencies and school district officials on law enforcement problems and concerns regarding Suisun City youth.
8. Builds and maintains positive working relationships with coworkers, other City employees, school district and the public.
9. Builds an understanding of gangs and gang trends; exchanges information with Gang Task Force.

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10. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic law enforcement theory, principles, and practices and their application to youth services and programs.

Standard law enforcement information, communications, and record keeping terminology.

Location of major streets, public places, and landmarks in the City of Suisun City.

Modern office procedures, methods, and computer equipment.

Computer applications such as word processing, spreadsheet, and database applications.

Automated law enforcement information systems and procedures.

English usage, spelling, grammar, and punctuation.

Law enforcement record keeping and records management principles, procedures, techniques, and equipment, including fingerprinting techniques and equipment.

Research and report writing techniques.

Customer service principles and practices.

Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.

Ability to:

Understand the organization, operation, and services of the City, the Police Department, and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.

Operate and use modern office equipment including a computer and various software packages.

Research and maintain records, logs, and files.

Deal tactfully and courteously with the public and law enforcement personnel.

Exercise good judgment in maintaining critical and sensitive information, records, and reports.

Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.

Organize and prioritize work assignments.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized training or college coursework in law enforcement, counseling, criminal justice, or a related field.

Experience:

Two years of experience working with juveniles and the juvenile court system.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field setting; travel to various locations; exposure to inclement weather conditions; exposure to potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; travel from site to site; stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.