



## CASE AIDE MONITOR

**Department:** Juvenile Court  
**Job Class #:** 215000  
**Pay Range:** General 12

**FLSA:** Non-exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is juvenile case monitoring work for the Pierce County Juvenile Court. An employee in this classification is responsible for providing staff support which requires the monitoring and tracking of juvenile offenders for the Court. Incumbents may be placed in any unit of the Probation Division. Work requires the exercise of initiative and mature judgment within the context of departmental policies and regulations.

### **ESSENTIAL FUNCTIONS:**

- Co-facilitate teaching youth groups, to include Alternative Detention Program and Aggression Replacement Training.
- Review Electronic Monitoring Website to establish a daily report that compares youth movement with previously approved windows. Possess the ability to drill-down with the system and assigned Probation Officer to establish or rule out violations.
- Become knowledgeable of the computer systems that the agency uses. Among the required duties includes updating Excel logs for case specific monitoring.
- Monitor youth in the field including visitations to schools, homes, or arranging to meet youth at a designated location.
- Monitor and check on youth during the evening hours to ensure youth are following curfew, house arrest, or other restrictions.
- Encourage compliance with the terms and conditions of community supervision and track the whereabouts, movement, and activities of juvenile offenders.
- Coordinate all contacts, meet and consult with Probation Supervisor daily; review cases and plans to ensure that messages and follow-through with youth and family are consistent.
- Maintain accurate case records and offer testimony to support enforcement actions.
- Transport youth to fill out job applications to appointments, school, Aggression Replacement Training classes or other activities as necessary.
- Check school attendance to ensure that youths are attending school, and/or call schools on a regular basis to check attendance; receive copies of school attendance sheets from school.
- Ensure all relevant information is documented in case notes.
- Assist with urinalysis testing procedures.
- Establish and maintain effective working relationships with staff, volunteers, juveniles, parents, service providers and others.
- Collaborate with parents, service providers, agencies, or other support systems in youth's life to form a support network for the youth and the family; make telephone or in-person contacts to ensure that youth are going to scheduled appointments.
- Act as a positive role model.
- Attend training/workshops to enhance skills and develop new and creative ideas.
- Work independently in addition to working as a team member.

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- Work during the evening or varied work schedules in order to monitor youth's whereabouts and facilitate groups.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is supervised, reviewed, and evaluated by the Probation Supervisor. This position does not supervise other employees.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Case Aide Monitor works in an office environment and/or in the field on a regular basis. Due to the nature of the work, the incumbent may be exposed to situations of a highly emotional nature; incumbents are expected to use verbal skills to independently resolve interpersonal situations to achieve desired results. Work is generally completed on a regularly scheduled basis; however, daily work hours will vary and days off may rotate. Completion of job duties outside of normal scheduled hours is required. Work is subject to frequent interruptions and noise levels are varied based on the work locations.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Travel to various work sites throughout the region is required; public transportation may not be available to all locations required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Methods and techniques used in interviewing, supervising, counseling, data collection and records maintenance.

##### **Skill in:**

- The use of interpersonal and verbal skills to resolve interpersonal conflicts or defuse emotional situations.

##### **Ability to:**

- Follow and implement directions of Probation Supervisor within the context of applicable policies and laws.

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- Plan the combination of various activities for the most efficient use of time.
- Write clear and concise reports.
- Exercise good judgment.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** One year working with youth in a case management, counseling, or monitoring capacity is required. BA degree in criminal justice or experience related to the position duties in social services, counseling, case management, human services or criminal justice is preferred.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete a Pierce County background investigation and polygraph exam is required prior to employment. A valid Washington State driver's license is required of the position.