

Allen County Court of Common Pleas
Probate & Juvenile Divisions

MEMORANDUM
JOB OPENING

TO: All Interested Applicants

FROM: Carolyn Wynk, Human Resources Director
cwynk@allencountyohio.com

DATE: November 9, 2021

RE: Job Posting: C.A.S.T. Specialist

The Juvenile Division of the Allen County Court of Common Pleas is now accepting applications and/or letters of interest for the position of **Court Assessment Services Team (C.A.S/T.) Specialist**. Current employees may apply for this position via email or letter to the Human Resources Director which **must** include an updated resume. Non-Employees must submit an employee application which can be downloaded from the web at:

<https://allenohioprobate.com/court-administration/human-resources/employment-opportunities/>

Non-Employee applicants are encouraged to submit an updated resume and post-secondary educational credentials along with their completed application. Non-Employee applicants are required to bring their driver's license, social security card, high school diploma (or equivalent), and DD-214 (if applicable) to their initial interview.

Deadline to Apply: Monday November 22nd by 8:00 AM

Pertinent Information

- **Civil Service Status:** Unclassified
- **FLSA Status:** Non-Exempt (Hourly Based)
- **Department:** 061- Community Control
- **Appointment Status:**
 - Full Time:
- **Schedule:**
 - The payroll work week runs Thursday through the following Wednesday
 - General business hours are 8:00 AM to 5:00 PM.
 - Scheduled hours may vary as job duties and/or organizational needs require.
 - Employees assigned to Community Control are required to maintain flexible schedules which can include nights, weekends, and holidays when necessary.
- **Base Salary:**
 - \$15.5333 per hour
 - Current Employees moving from one base salary to another will have their current salary adjusted by the difference between the two bases.
 - This position is paid bi-weekly on every other Wednesday.
- **Supervision of Staff:** None
- **Table of Organization:**
 - Direct Supervisor: Coordinator of Assessment Services
 - Up-line Supervisor: Deputy Chief Probation Officer
 - Department Head: Director of Community Control
- **See attached job description for essential duties, responsibilities, and qualifications.**

Allen County Court of Common Pleas;
Probate and Juvenile Division
Judge Todd E. Kohlrieser

JOB DESCRIPTION

JOB TITLE
C.A.S.T. Specialist
Prevention / Intervention Services

FLSA STATUS:	Non-Exempt	EMP. STATUS:	Full Time
EXEMPT TYPE:	Not Applicable	CS STATUS:	Unclassified
REPORTS TO:	Director of Community Control/ Chief Probation Officer		

DISTINGUISHING JOB CHARACTERISTICS

Under the direction of the Director of Community Control , assists with all C.A.S.T. operations. Works with community partners to design and develop a continuum of service delivery which diverts youth away from official court involvement and secure detention. Coordinates the School Success program, meets with the student and family to identify alternatives to traditional schooling where appropriate, and making recommendations for any final disposition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitates D.V. C.A.S.T. meetings
- Facilitates C.A.S.T. meetings as assigned
- Coordinates the School Success program
- Maintains statistical information for School Success
- Prepare and maintain required and applicable records and reports for C.A.S.T., School Success and Diversion cases
- Provide supervision of both official and unofficial cases through C.A.S.T., School Success and Diversion.
- Handles emergency telephone calls from law enforcement agencies during and after regular business hours
- Provides informal counseling for youth and families to identify expectations and develop goals
- Conducts home, school, placement and office visits
- Assist families and youth in locating necessary services and/or in utilizing community resources

OTHER DUTIES AND RESPONSIBILITIES

- Prepares pre-dispositional reports for the Court
- Completes Electronic Dispositional Investigative Reports (EDIR's) as required by the Ohio Department of Youth Services
- Testifies in Court
- Makes recommendations and records disposition in Court
- Administers drug screens as required by the Court or individual case plan
- Provides transportation to youth and families

- Attends outside seminars and conferences to maintain current working knowledge of requirements and job responsibilities.
- Represents the Juvenile Judge on community committees, boards and coalitions, as assigned
- Accompany youth on various tours/programs utilized by the Court

SCOPE OF SUPERVISION

None.

EQUIPMENT OPERATED

- Computer
- Printers
- Digital Camera
- Digital document scanners
- Copy machine
- First Aid kit
- Telephone system
- Electronic monitoring equipment
- County owned vehicles

CONTACT WITH OTHERS

- Judge
- Other elected officials and their staff
- Community partners
- Network agencies
- Attorneys
- Court personnel
- Law enforcement officials
- School Officials
- Ohio Department of Youth Services personnel
- Probationers and their families
- Crime Victim Services
- Members of the general public

CONFIDENTIAL DATA

All information, files, images, communications, documents, electronic data, etc. is to be considered confidential in nature unless otherwise indicated. Release of any information must be in accordance with policy or under direction from the Judge, Court Administrator, or Department Head.

All employees of the Allen County Juvenile Court are required to sign a confidentiality agreement.

WORKING CONDITIONS

Occasional exposure to heat, cold, and dirt while working outdoors. Exposure to injury from equipment operation and other job situations. Exposure to hostile/threatening youth and families.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Agency policies and procedures
- Ohio Revised Code sections applicable to juvenile justice
- Courtroom procedures and etiquette
- Principles, practices and theory of child and adolescent developmental psychology
- Criminogenic needs
- Methods and techniques of eliciting and evaluating sensitive information from persons of various social/economic backgrounds

Ability to:

- Establish and maintain effective working relationships with staff, community agencies, school officials and the general public.
- Exercise sound judgement in dealing with possible sensitive personal issues
- Analyze problems and recommend viable solutions
- Plan and organize work duties
- Maintain operational focus, efficiency, professionalism, and positive work results in a high stress environment
- Write and Speak in formal register
- Work independently with minimal supervision
- Recognize unusual or threatening conditions and take appropriate actions
- Operate mechanical restraints, complete defensive tactics training and gain compliance through physical control when appropriate
- Operate a motor vehicle

Skill in:

- Effective communication
- Public speaking
- Verbal de-escalation of angry, hostile or violent probationers or their families
- Use of computers & other electronic devices such as digital document scanners, Cameras, etc.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills and abilities. An example of an acceptable qualification is: Bachelor's Degree from an accredited college or university in Criminal Justice, Corrections or other allied field or four years work experience in the field, or Associates Degree and two years work experience in the field. The Judge may accept an extensive work history that demonstrates evidence of technical education, professional credentialing and advanced knowledge of the juvenile justice system, corrections procedures, sound management principles and decision making in lieu of academic credentialing.

Ability to document identity and employment eligibility within (3) days of original appointment as a condition of employment in compliance with the Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

- CPR
- Red Cross First Aid
- State Motor Vehicle Operator's License & Proof of Financial Responsibility
- Complete required number of training hours, as set by the State of Ohio

DISCLAIMER

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

EMPLOYEE UNDERSTANDING AND AGREEMENT

By affixing my signature hereafter, I state that I have read, understood, and agree to perform all duties and requirements as specified in this job description.

Employee

Date

ADMINISTRATIVE APPROVAL

Department Head

Date

Human Resources Director

Date

Court Administrator

Date

Judge

Date