



# BAKER COUNTY

## POSITION DESCRIPTION

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### **JUVENILE TRANSPORT**

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| <b>DEPARTMENT</b>                                | JUVENILE   |
| <b>SALARY RANGE</b>                              | 4  |
| <b>BARGAINING UNIT</b>                           | BCEA   |
| <b>FLSA</b>                                      | Non-Exempt   |
| <b>REVISION DATE</b>                             | 2024   |
| <b>PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:</b> | JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, & EDUCATION |
| <b>Signature &amp; Date:</b>                     |  |

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### **INTRODUCTION**

This classification provides secure and non-secure transport of youth in the juvenile justice system. Secure and non-secure to and from detention, in and out of the state.

Includes transport of youth to residential inpatient treatment services throughout the State of Oregon.

### **EXAMPLES OF PRINCIPAL DUTIES**

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

1. Provide secure and non-secure transport at an on-call basis when a youth has been determined appropriate by the Court Counselor or Director for needed transport.
2. Possible work in highly intensive situations when a juvenile may be emotional or aggravated. Ability to attend defense tactics training.
3. Ability to interpret maps and roadways for the most safe and efficient transportation of a youth.
4. Ability to drive in all weather conditions including but not limited to day, night, overcast, etc. scenarios.

## **KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION**

**Knowledge of:** Procedures to identify the problem, decide an appropriate action and provide indicated services for juveniles with emotional or behavioral problems; considerable knowledge of services for juveniles.

**Skill in:** Dealing with aggressive or emotionally disturbed juveniles; interviewing and counseling techniques.

**Ability to:** Communicate effectively in written and oral form; use initiative and judgment in completing tasks and responsibilities; adjust to priority changes and remain calm and use good judgment during confrontational or high pressure situations; manage time efficiently; transport juveniles; courteously meet and deal effectively with coworkers, juveniles and their families, school officials and teachers, social welfare agencies, law enforcement agencies, court officials, employment agencies, committees, coworkers (coworkers are in here two times) and the public to provide effective and safe transportation for juveniles.

## **EDUCATION & QUALIFICATIONS**

**Minimum:** High school diploma. One to two years' experience. Must pass a criminal background check. Ability to obtain CPR/First Aid certification.

**Special Requirements:** At the time of appointment, must possess and maintain a valid Oregon driver's license.

## **SUPERVISORY CONTROLS OF THIS POSITION**

This classification works with supervision from the juvenile director. Recurring routine assignments are independently performed by employee on basis of past experience. Employees estimates time and materials and manages time efficiently. Employee uses initiative and judgment in completing routine assignments. Significant deviations require prior approval. Employees may or may not work in proximity of supervisor.

## **GUIDELINES**

Work is performed within departmental policies and procedures, federal, state and county statutes, rules, regulations, ordinances, codes, and recognized court practices related to juveniles and accepted social work principles and practices. Incumbent exercises independent judgment when applying guidelines which are specific and well-defined. Deviations from guidelines are discussed with supervisor.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work includes long distance daily driving with evening and/or weekend assignments. Possibility of apprehending and restraining violent youth.

**Frequency required to perform the duties**

| Posture / Frequency | Never | Rare | Occ. | Freq. | Cont. |
|---------------------|-------|------|------|-------|-------|
| Sitting             |       |      |      |       | X     |
| Standing            |       |      | X    |       |       |
| Walking             |       |      | X    |       |       |
| Driving             |       |      |      |       | X     |

**Frequency in an 8 hour day**

| Never      | Not done                                |
|------------|---|
| Rare       | Less than 1% of shift; 1-5 x/work shift |
| Occasional | 1-33% of shift; up to 2.5 hours         |
| Frequent   | 34-66% of shift; up to 5 hours          |
| Continuous | 67-100% of shift; up to 8 hours         |

| Lift          | Never | Rare | Occ.  | Freq. | Cont. |
|---------------|-------|------|-------|-------|-------|
| # of Hours    | 0     | <.5  | 1-2.5 | 2.6-5 | >5    |
| < 11lbs       |       |      |       | X     |       |
| 11 to 20 lbs. |       |      | X     |       |       |
| 21 to 50 lbs. |       | X    |       |       |       |
| 51 to 75 lbs. |       | X    |       |       |       |
| >75 lbs.      | X     |      |       |       |       |
| Carry         |       |      |       |       |       |
| < 11lbs       |       |      |       | X     |       |
| 11 to 20 lbs. |       |      | X     |       |       |
| 21 to 50 lbs. |       | X    |       |       |       |
| 51 to 75 lbs. |       | X    |       |       |       |
| >75 lbs.      | X     |      |       |       |       |
| Push/Pull     |       |      |       |       |       |
| < 11lbs       |       |      |       | X     |       |
| 11 to 20 lbs. |       |      | X     |       |       |
| 21 to 50 lbs. |       | X    |       |       |       |
| 51 to 75 lbs. |       | X    |       |       |       |
| >75 lbs.      | X     |      |       |       |       |

| Body Actions         | Never | Rare | Occ.  | Freq. | Cont. |
|----------------------|-------|------|-------|-------|-------|
| # of Hours           | 0     | <.5  | 1-2.5 | 2.6-5 | >5    |
| Bend                 |       |      | X     |       |       |
| Twist                |       |      | X     |       |       |
| Crouch               |       | X    |       |       |       |
| Kneel                |       | X    |       |       |       |
| Crawl                |       | X    |       |       |       |
| Climb Stairs         |       | X    |       |       |       |
| Climb Ladder         |       | X    |       |       |       |
| Reach Forward        |       |      |       | X     |       |
| Reach Above Shoulder |       | X    |       |       |       |
| Use of Arms          |       |      |       | X     |       |
| Use of Wrists        |       |      |       | X     |       |
| Use of Hands         |       |      |       | X     |       |
| Squeezing            |       | X    |       |       |       |
| Operate Foot Control |       | X    |       |       |       |
| Other                |       |      |       |       |       |
| Comments             |       |      |       |       |       |

**Frequency required to perform the duties**

| Posture / Frequency | Never | Rare | Occ. | Freq. | Cont. |
|---------------------|-------|------|------|-------|-------|
| Sitting             |       |      |      | X     |       |
| Standing            |       |      | X    |       |       |
| Walking             |       |      | X    |       |       |
| Driving             |       |      | X    |       |       |

**Frequency in an 8 hour day**

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| Crawl                |       | X    |       |       |       |
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| Climb Ladder         |       | X    |       |       |       |
| Reach Forward        |       |      |       | X     |       |
| Reach Above Shoulder |       | X    |       |       |       |
| Use of Arms          |       |      |       | X     |       |
| Use of Wrists        |       |      |       | X     |       |
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| Squeezing            |       | X    |       |       |       |
| Operate Foot Control |       | X    |       |       |       |
| Other                |       |      |       |       |       |
| Comments             |       |      |       |       |       |

Last updated: 2023