



# Lorain County Domestic Relations Court

## Position Description

### Classification Title:

FLSA Status: Non-exempt  
 Exemption Type: N/A  
 Civil Service Status: Unclassified

### Attendance Officer

Employment Status: Full-time  
 Reports To: Div Coordinator/Program Mgr  
 Division: Probation & Youth Services

### DISTINGUISHING JOB CHARACTERISTICS

The responsibilities of an Attendance Officer, as defined in the compulsory education laws of Chapter 3321 of the Ohio Revised Code, and in conjunction with House Bill 410, have been incorporated into a formal county Attendance Program in which Attendance Officers, the schools, and the Prosecutor's Office work collectively to ensure compliance with state and local truancy laws with the families of children ages 5 through 17 years. Attendance officers provide data and statistics to contracted school superintendents and the Ohio Department of Education to support qualitative services. *This is a contract-funded position and is not part of the Court's general operating budget. Ongoing funding for this position is dependent upon the continuation of the school contract or external funding resources.*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.*

Encourages a team approach to develop an Attendance Intervention Plan and utilizes effective and timely opportunities to increase school attendance.

Assists the family in removing barriers that result in excessive absences from school. Makes referrals to social services, programming, investigates residency, and verifies enrollment.

Assists family to create a positive support system by exploring extended family/kin, friends, school staff, community and faith-based members to identify the current and future needs of the youth and family to ensure stability and success. Maintains appropriate level of contact with youth, family, and service providers.

Monitors attendance and collects information from families through conferences, home visits, school visits and other contacts to increase successful attendance and avert prosecution. Conducts visits with contracted school officials at least once every two weeks.

Files official complaints for failure to respond or lack of satisfactory improvement regarding the Attendance Intervention Plan pursuant to Chapter 3321 of the Ohio Revised Code and House Bill 410.

Completes data entry, scans documents and enters all required information into the Case Management System and any other identified tracking system.

Attends legal proceedings to present case information and make recommendations to the Court and the prosecuting attorney. Prepares and presents case materials to Judges to support adult sentencing cases.

Demonstrates regular and predictable attendance, meets all job safety requirements and applicable OSHA safety standards that pertain to essential functions.

Maintains a professional and polite disposition when working with youth and their families, coworkers, court staff, outside agencies and with the public.

### **OTHER DUTIES AND RESPONSIBILITIES**

Conducts visits with school officials to answer questions, receive referrals, discuss the status of cases and provide data and statistical reports to contracted school superintendents and the Ohio Department of Education. All other duties as assigned by supervisor.

### **SCOPE OF SUPERVISION**

None

### **EQUIPMENT OPERATED**

Computer, printer, copier, telephone, fax machine, scanner, shredder, general office equipment, personal motor vehicle and pepper spray.

### **CONTACTS WITH OTHERS**

Regular contacts inside and outside of the Court such as ordinary business dealings where improper handling may affect results but where primary responsibility rests with the next higher level of supervision. Contacts include, but are not limited to, students, parents/guardians, family members, school officials and staff, community members, attorneys, prosecutors, law enforcement, Lorain County Children's Services, social service and treatment providers, Judges, Magistrates, Department of Human Services and the general public.

### **CONFIDENTIAL DATA**

Work involves some confidential data such as client records, medical reports, police records, or other information that if disclosed, may have an adverse effect detrimental to the Court's interest or contrary to professional ethics. Juvenile records and files including psychological, mental health and chemical dependency evaluations, Judge's and Magistrate's decisions, treatment assessments, police records (child/parents), medical reports, personal and financial information and school information obtained through the state's Power School data program.

### **WORKING CONDITIONS**

Works in potentially high-intensity situations involving youth and/or parents/guardians that may require behavior management, de-escalation and crisis intervention. Works in a variety of venues, including high-crime areas with delinquent populations. Work is subject to frequent interruptions, crisis intervention, and constant reprioritization of work activities and a moderate to high degree of stress. Occasional exposure to noise, dust, heat or other disagreeable elements, but none continuously present.

### USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing the duties of this job, the employee is required to sit, speak clearly and to hear. Job can involve operating and sitting in a vehicle for periods in varied weather conditions, Employee converses with others in person and by telephone. Vision demands include close, relatively detailed vision when using a computer screen. Physically lifts or moves material, weighing up to 10 pounds, on an occasional basis.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Ohio Compulsory Education Laws (Chapter 3321 of the Ohio Revised Code), House Bill 410, Federal McKinney-Vento Laws on educating homeless children, board-approved attendance policies of each district served by the attendance officer, case preparation for effective prosecution, crisis intervention techniques, community resources, juvenile court procedure and process, criminal justice system, child development, family dynamics, standard English grammar, spelling and punctuation and ability to complete required case reports, make recommendations to supervisor and to the court, as needed, and to apply and adapt procedures as cases demand. Complete knowledge of all computerized systems for data management and communication.

**Ability to:** communicate effectively with people of varying education and cultural backgrounds, prepare accurate documentation, respond to varied and specific inquiries, remain calm and level-headed under pressure, make quick, effective decisions in crisis situations, and the ability to carry out written and oral instructions. Ability to read, write and understand English language, effectively work and communicate verbally and in writing with co-workers, other court staff, program participants and their families, and members of the general public, demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities. Ability to relate and communicate effectively with youth and parents, model appropriate interpersonal action skills for youth, recognize when further direction and/or assistance is needed, recognize boundaries between job duties and authority. Ability to regularly work extended, evening, irregular, and/or weekend hours.

**Skill in:** Seeking compliance of the compulsory education laws with juveniles and parents, crisis mediation, completing statistical and essay reports, operation of computer, application of job software programs, CPR and First Aide. Proficient in Google Docs Software, Microsoft platform, including Access, Word and Excel spreadsheets and required internet applications.

### 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 in Criminal Justice, Social Services or other closely related field from an accredited college or university with at least 1 year of relevant work experience.

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

Possession of a valid Ohio driver's license and a demonstrated safe driving record. Must be eligible to drive under the County Commissioner's Driver/Vehicle Risk Reduction Program.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

State Motor Vehicle Operators License and proof of insurance.

**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.**

MANAGEMENT APPROVAL

\_\_\_\_\_  
Authorized Court Management Representative

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

EMPLOYEE UNDERSTANDING

\_\_\_\_\_  
Employee

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date