



# 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: Diversion Coordinator

Division: Juvenile Probation

### DISTINGUISHING JOB CHARACTERISTICS

The responsibilities of the county 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 the county attendance officers, the schools, and the Prosecutor's Office work together to address the issue of truancy with the families of children ages 5 through 17 years. *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.***

Prepares the Attendance Intervention Plan and utilizes effective and timely options to increase school attendance.

Attempts to gain the participation of the youth and their parent/guardian or designee in the Attendance Intervention Plan. Assists the family in removing barriers that result in excessive absences from school.

Monitors attendance and gathers information by conducting home, school, and office visits to increase successful attendance and avert prosecution. 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.

Attends conferences and 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.

Makes referrals to social services, programming, investigates residency, and verifies enrollment.

Confers with Supervisor to evaluate case priorities and participate in case consultations. Compiles and reports monthly statistics regarding contacts, referrals, and interventions provided to the youth and family.

Completes work in a timely, consistent manner and is committed to being available during business hours to further organizational goals. Consistently meets deadlines.

Maintains a professional and polite disposition at all times when dealing with public, coworkers, court staff, service providers, and other outside agencies. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments. Works effectively in a team environment to accomplish organizational goals.

Must be awake and alert at all times. Demonstrates regular and punctual attendance and arrives prepared to work. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Maintains flexibility in work hours to accommodate the needs of the Court.

#### 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 Diversion Coordinator, Deputy Chief PO or Chief Probation Officer.

#### SCOPE OF SUPERVISION

None

#### EQUIPMENT OPERATED

Computer, printer, copier, telephone, fax machine, scanner, shredder, general office equipment, County vehicle, personal 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, attorneys, prosecutors, law enforcement, Lorain County Children's Services, social services and treatment providers, Judges and staff, Department of Human Services and 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 treatment assessments, police records (child/parents), 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 that may include high-crime areas. 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, Standard English grammar, spelling and punctuation and ability to complete required case reports, make recommendations to supervisor and to the court, as needed, and apply and adapt procedures as cases demand. Complete knowledge of all computerized systems for data management and communication.

**Ability to:** read, write and understand the Standard 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 public, demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities, serve the public with diplomacy and respect, including occasional encounters with irate/difficult individuals, exercise patience, objectivity, maturity, initiative and adaptability. Ability to relate and communicate effectively with youth and parents, identify "at-risk" family issues which interfere with child's attendance to school, 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, and application of job software programs. 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 a Bachelor's degree in Criminal Justice, Social Services or other closely related field from an accredited college or university.

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**