



## CLASS SPECIFICATION

Class Title: Director, Children's Justice Center  
Department: Attorney

Class Code: 662  
Eff. Date: 5/6/96  
Grade: 20  
Revised: 12/08/10

### GENERAL PURPOSE

Under general guidance and direction from the County Attorney, performs administrative and supervisory duties in directing and managing the activities and operations of the Children's Justice Center (CJC).

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class).

Assist the County Attorney in hiring, supervising and training support staff. Determines workload and delegates assignments; develops training, and evaluates performance in accordance with all County Policies and Procedures and practices; ensures timely completion of employee performance plans and appraisals. Identifies and addresses employee performance/behavior problems in a timely manner.

Conducts in-service training and meets personnel development needs; plans and conducts CJC team meetings. Assesses and identifies training needs of the professional community as they relate to services and activities of the CJC; locates and coordinates training and/or develops training program.

Responsible for day to day functions of the CJC and reporting such activities to the Davis County Attorney. Schedules forensic interviews and medical appointments and examinations.

Responsible for developing, monitoring, and operating within the approved program budget.

Responsible for preparing grant applications and ensuring compliance with grant requirements.

Oversees the provision of appropriate justice system related services to children and families.

Assists in the coordination of crisis intervention in the CJC and referrals to community resources; facilitates communication and networking between involved agencies and the community to improve the response to cases of child abuse.

Promotes team cooperation and sharing of information between multidisciplinary team members/partnering agencies.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Social Work, Human Services or a closely related field, plus two (2) years of related full-time experience; an acceptable combination of education and experience may be considered.

2. Special Qualifications:

Must pass the Davis County Attorney's Office background investigation and a child abuse registry background check. The Attorney's Office may request that applicants submit to a pre-employment polygraph examination.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of: child welfare casework principles; crisis intervention and risk assessment factors; social service systems (legal, court, medical, and referral sources).  
Working knowledge of: law enforcement and criminal investigation and prosecution procedures; child protection services and investigations; principles of program administration; effective personnel management and supervision principles and techniques; budgeting principles and practices; funding sources; grant writing and program implementation; County Policies and Procedures.

Skill in operating all applicable computer hardware and software applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: supervise, assign and evaluate the work of others; promote team building; build strong rapport with CJC team and partnering agencies; train and/or provide appropriate training for employees; understand and apply social work principles; prepare and present effective written and oral reports and other public presentations; prepare an annual budget; write policies and procedures; write and submit grant applications; respond quickly, appropriately, and effectively in crisis situations; work independently; receive and appropriately handle confidential files and information; work with individuals from various socioeconomic backgrounds; communicate effectively (orally and in writing); follow oral and written instructions; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the general public.