



## DALLAS COUNTY JOB DESCRIPTION

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<b>Job Title:</b>	Juvenile Transportation Officer	<b>Job Code:</b>	504440	<b>Job Grade:</b>	08
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Juvenile	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9441
				<b>WC Code:</b>	8810
<b>Division:</b>		<b>CS Code:</b>	C-JD	<b>EEO Code:</b>	B11

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**Summary of Functions:** Plans, coordinates and provides transportation of youths from home to medical appointments, court, placement facilities, bus stations or airports; transports supplies, mail and other items; and maintains transportation logs.

**Management Scope:** N/A

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<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Plans, coordinates and transports youths from home to medical appointments, court and other designated placement facilities.	40	E
2. Coordinates the pickup and delivery of mail, supplies and other items, as necessary.	25	E
3. Transports youths to bus stations or airports.	15	E
4. Serves as back-up to staff and assumes all duties as necessary, i.e., administering medications, transporting youths to appointments, processing intake assessments or discharges, and disciplining youths. Must be physically able to perform "handling with care techniques, including takedowns, chasing and restraining youth" as outlined in the Texas Juvenile Justice Department (TJJD) requirement.	05	E
5. Maintains transportation logs as required.	05	N
6. Coordinates maintenance service on vehicles as required.	05	N
6. Performs other duties as assigned.	05	N

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### **Minimum Qualifications:**

#### Education, Experience and Training:

Graduation from an accredited high school/GED Program. Four (4) years of work related experience or sixty (60) hours from an accredited college or university or a combination of the two.

#### Special Requirements/Knowledge, Skills & Abilities:

Knowledgeable of standard software applications. Ability to effectively communicate, both orally and in

writing, and establish and maintain effective working relationships with employees, departments and the general public. Must obtain First Aid Certification within six months of employment. Must possess a valid Texas driver's license, with a good driving record. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. The employee will also be subject to shift changes.

- *“Position requires working with juveniles who may have committed dangerous/ aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”*
- An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.
- Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).
- The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.
- Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.

Physical/Environmental Requirements:

Requires the ability to safely operate a motor vehicle. Works inside a secured facility with potential exposure to hepatitis, tuberculosis, lice and other diseases. Ability to restrain and/or chase youth.

Hay Points/Point Factor:

HS12=100, E5-50, VM2C-20, PD1B-10, WH1B-10, WE3C—30, IC2A-15, DL3-20, PS1-10, RE1A-5, SF1A-5, Total Points-275.

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 03/05; 10/21/2016

Approved by Civil Service Commission on

Date 04/18/05;01/15/14

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.