

DYER COUNTY GOVERNMENT

Employee Job Description

Job Opening: Juvenile Court Youth Services Officer

Department/Location: Juvenile Court, 1200 Community Park Rd., STE. 7G, Dyersburg, TN 38024

Reports to: Chelsey Conway, Director, Judge Jason Hudson

Full-Time/Part-Time: Full-time

Salary: Commensurate with ability and experience

The intent of this job description is to characterize the typical tasks performed by individuals in this position and should not be considered an all-inclusive listing of work requirements and duties. Other tasks may be assigned at the discretion of management, including work in other functional areas. All employees must have authorization to work in the United States.

Job Summary:

Responsible for supervising and monitoring juveniles placed on county probation by Juvenile Court.

Essential Duties and Responsibilities:

Attend court, conduct regular meetings with juveniles and parent/guardian(s), administer drug screens, document drug screen results, be available when on call to assist law enforcement, arrange detention of juveniles and complete all necessary detention documentation in accordance with **TCA 37-1-114**, monitor juveniles on house arrest, work with DCS, DHS, local school systems, law enforcement, and agencies promoting the rehabilitation of juveniles, prepare violations when appropriate, assist the juveniles and their families in identifying needs of juveniles on probation to the court and find necessary resources to accommodate those needs, perform other duties as assigned by the Director of Juvenile Court Judge, and all duties as outlined in **TCA 37-1-106**.

Supervisory Responsibilities:

Responsible for supervising and monitoring juveniles placed on county probation by Juvenile Court.

Examples of Knowledge and Skills Required:

Must be able to communicate effectively with juveniles, families, court personnel, and community partners.

Must be able to respond to situations that require sound judgment, professional, and adherence to court policies and procedures.

Education and/or Experience:

Bachelor's degree in criminal justice, Social Services, or a related field from an accredited University, or equivalent experience in a related field is recommended. Applicants are assessed on a case-by-case basis and may be considered based on life experience.

Certificates or Licenses Required and other special requirements:

Newly employed YSOs: A minimum of 40 hours of training within the first year of employment

Counties with multiple YSOs, part-time YSOs, or YSO supervisors: A minimum of 15 hours of annual training

Physical Demands and Work Environment:

Physical: May include sitting for extended periods while completing reports and documentation, as well as standing, walking, and occasionally lifting or carrying files and/or equipment. The position requires travel to court, homes, schools, detention facility, and other community locations. Occasional exposure to stressful or emotionally charged situations may occur when interacting with juveniles and families in the court system.

Work Environment: Office and Courtroom setting. Field work in homes, schools, detention center, and community agencies. Work with juveniles with behavior challenges and/or who are involved in delinquent/unruly acts. Managing confidential and/or sensitive information.

To Apply: Email resume to cconway@co.dyer.tn.us or bring resume to Juvenile Court Office at 1200 Community Park Rd., STE. 7G, Dyersburg, TN 38024.

Deadline to apply: 9/15/2026