



<b>WORKING TITLE:</b> SCHOOL RESOURCE SPECIALIST (SHERIFF)	<b>CLASSIFICATION:</b> SCHOOL RESOURCE SPECIALIST (SHERIFF)
<b>DEPARTMENT:</b> SHERIFF	<b>DIVISION:</b> SHERIFF
<b>PAY RANGE:</b> T670 12	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 7720
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2013

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Identifies youth at risk, provides prevention education, and develops and teaches classes as requested by school administrators. Assists youth in diversion from delinquency. Takes appropriate action to intervene when criminal behavior is apparent. This is a non-certified Yamhill County Sheriff’s Office employee.

***SUPERVISION RECEIVED:***

Works under general supervision of the Yamhill County Sheriff. Works closely with school officials to administer grant.

***SUPERVISION EXERCISED:***

Supervision of other employees is not typically a function of this position.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Interacts with youth at school including informal discussions with students, staff, or parents during breaks, lunch, and before and after school activities.
- Identifies “at-risk” youth through referrals from school personnel, advisors, parents, and interactions with students.
- Assists in diversion of youth through crisis intervention and referral to outside agencies and resources.
- Provides education on vandalism, shoplifting, substance abuse, child and sexual abuse, and personal safety as requested by school administrators.
- Performs as a resource person for youth needing referrals to the appropriate government or private agencies.
- Performs as an information source for District personnel on criminal trends regarding youth.
- Participates and supports youth organizations designed to promote responsible behavior (i.e., natural helpers, Oregon Student Safety on the Move, Oregon Teen Leadership Institute, etc.)
- Aids District in enforcement of District policies.
- Promotes a positive attitude of youth to community, school, and local government, including police.
- Takes appropriate action to intervene in criminal behavior, make referrals to school administration, and when enforcement action is necessary, request the dispatch of certified personnel to the scene.
- Develops and teaches classes relevant to youth and crime, civic competence, rights and

obligations of youth, rights and responsibilities of citizenship and role of citizenship in society.

- Develops and provides programs that encourage problem-solving and peer conflict mediation.
- Notifies school administration prior to extended questioning of students at the school where the student is the focus of a criminal act or investigation.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Juvenile behavior.

#### **SKILL IN:**

- Communication, observation and interview techniques.

#### **ABILITY TO:**

- Effectively communicate both orally and in written form.
- Prepare comprehensive, accurate and clear reports and documents.
- Develop and maintain effective working relationships with the public, students, and District personnel, outside agencies, and resources.
- Problem-solve and mediate conflict.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Higher education in behavioral sciences, criminal justice, and education and experience in law enforcement, education, criminal justice system is preferred. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

#### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully*

*perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*