



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **JUVENILE COURT CONFERENCE COMMITTEE MONITOR**  
Grade: 01

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

The Juvenile Court Conference Committee Monitor is responsible for JCCC volunteers and cases assigned to a specific geographic location in Hidalgo County, Texas. The Juvenile Court Conference Committee Monitor I directly accountable to the Community Relations Assistant Coordinator or designee.

Applicant must be able to meet educational and criminal history requirements of a Juvenile Supervision Officer as set forth by the Texas Juvenile Justice Department.

### **EXAMPLES OF WORK PERFORMED**

Assists in finding locations for any/all related activities of the program

Assists in developing the agenda for the monthly, bi-monthly or quarterly committee meeting

Responsible for disseminating any/all information to the volunteers/community

Ensures that all cases assigned are kept up to date

Assures that the Community Relations Assistant Coordinator is kept aware of all adverse incidents regarding the program which involves staff, volunteers, juveniles, other agencies, and/or the public

Insures that the Judge Mario E. Ramirez, Jr. Juvenile Justice Center's Juvenile Court Conference Committee program is managed in accordance with the policies/procedures/standards of Hidalgo County, the Judge Mario E. Ramirez, Jr. Juvenile Justice Center, and the Texas Juvenile Justice Department

Knows how to keep abreast of any changes in policy/procedures/standards as they pertain to Hidalgo County, the Judge Mario E. Ramirez, Jr. Juvenile Justice Center, and the Texas Juvenile Justice Department

Proficient in basic lifesaving methodology I order to effectively render medical assistance on an as needed basis

Maintains procedures for accomplishing administrative requirements directed by the Judge Mario E. Ramirez, Jr. Juvenile Justice Center's Administration

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Sets the example regarding personal appearance, t include the wearing of prescribed uniforms or civilian clothing

Is able to effectively communicate and interact with supervisors, members of the general public, and other groups involved in the operation of the Judge Mario E. Ramirez, Jr. Juvenile Justice Center

Requires the ability to read a variety of informational documentation, directions, instructions/methods/procedures related to the Judge Mario E. Ramirez, Jr. Juvenile Justice Center and the Texas Juvenile Justice Department

Requires the ability to write reports with the proper format, punctuation, spelling and grammar

Is able to assemble information and make written reports and documents in a concise, clear and effective manner

Has good organizational, management, interpersonal, and technical skill

Is able to use independent judgment/discretion, including the handling of emergency situation, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

Perform any and all other duties as assigned by the Community Relations Assistant Coordinator or designee

## **EDUCATION AND EXPERIENCE**

Minimum requirements – Graduation from a high school or equivalent (GED)

Bachelor’s degree

Mandatory – Must complete oral interviews

Bilingual (English and Spanish) with the ability to converse fluently in both languages

## **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator’s license

Must be able to be insured by the County’s insurance carrier

Mandatory – Applicant must meet criminal history requirements of a Juvenile Supervision Officer as set forth by the Texas Juvenile Justice Department

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations