



## JOB DESCRIPTION

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**JOB TITLE:** Transportation Officer

**JOB CODE:** 3400

**DEPARTMENT:** District Courts/Juvenile Probation

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Chief Deputy Juvenile Probation Officer

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### SUMMARY OF JOB PURPOSE

Provides safe and secure transportation of in-custody juveniles to and from the detention center and other various locations; performs a variety of other duties in support of the Juvenile Probation department, as requested.

### ESSENTIAL FUNCTIONS

1. Transports in-custody juveniles from the Carson Valley to the Douglas County Detention Center; conducts a proper search and appropriately restrains the juveniles for transportation, to maintain the Transport Officer(s) and the juveniles' safety and security.
2. Transports in-custody juveniles to and from a variety of appointments/locations, such as the emergency room, doctor appointments, community agencies, other detention facilities, state institutions, schools, etc.; responds to the location where juveniles are being held and takes custody of the juveniles for the purpose of transporting.
3. Performs a variety of duties related to the delivery and pick up of written paperwork, i.e. deliver court reports and petition requests, pick up police reports and school records, etc.
4. Communicates with "on-call" Juvenile Probation Officers and Sheriff's Office personnel regarding "in-custody" juveniles; responsible for proper radio communication with Douglas County Dispatch.
5. May assist the Juvenile Probation Officers and Sheriff's Office personnel during detention hearings; may be required to testify at judicial or administrative proceedings.
6. May perform a variety of clerical duties including, but not limited to, filing and answering phones, documenting activities and contacts; completing reports as appropriate and necessary, utilizing computer software programs.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, with a background in law enforcement; Douglas County Reserve Certificate, or equivalent, is desirable.

### LANGUAGE SKILLS

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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### Transportation Officer

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before juveniles and/or employees of the County.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Beginning to intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record (no significant citations or incidents within the last seven (7) years).

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

Work is performed in a vehicle where the physical demands require sitting for extended periods of time; operation of vehicle may be under potentially hazardous conditions involving road construction, in climate weather, traffic hazards, exposure to fumes and loud noise; may require physical exertion in cleaning and inspecting vehicles.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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