



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 4127

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**JUVENILE CORRECTIONS ASSESSMENT COORDINATOR**

GRADE L

**SCOPE OF WORK:**

Work involves coordinating the assessment of juveniles who have been placed at the North Dakota Youth Correctional Center (NDYCC).

**DUTIES PERFORMED:**

- Coordinate the intake of all necessary legal, social, family, psychological, medical, and educational information relative to juveniles being placed at NDYCC by the Juvenile Courts, the Division of Juvenile Services, the Bureau of Indian Affairs (Tribal Courts), and the Federal Bureau of Prisons.
- Gather findings for each juvenile assessment relative to his or her present emotional and behavioral status, future placement, necessary services, and possible commitment to correctional custody; elicit input and opinions from relevant sources such as community case manager, parents, assessment unit staff, and consulting psychologist; compile data to enable the case manager or the court to make the most appropriate decisions regarding the juvenile; provide findings and results to the juvenile, parents/family members, assessment unit staff and referral agency.
- Coordinate the operations of the assessment unit at the NDYCC; develop, implement, monitor, and update the policies and procedures of the assessment unit; develop juvenile handbook, assessment program brochure, and treatment team format.
- Authorize and approve expenditures for psychological screening and interpretation by the consulting psychologist; arrange for transfer of juveniles to appropriate facilities for psychiatric assessment.
- Consult and train representatives of all referring agencies and Division of Juvenile Services Corrections Specialists and juvenile court probation officers regarding assessment and placement of juveniles within the juvenile justice continuum.
- Serve as a member of NDYCC accreditation committee.
- Participate in "On Call" duty as assigned.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in social work, psychology, criminal justice, sociology, or another social or behavioral science field and three years of professional work experience in juvenile corrections.

Eff. Date: 7/04

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Juvenile Corrections Assessment Coordinator

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Rev: 1/05 – revised min quals

Rev: 7/12 – Conversion to Hay System

Rev: 10/13 – Revised title, scope of work and duties