

**Jefferson County Juvenile Court, Tennessee  
Youth Services Officer (YSO)  
Full-Time Position with Benefits**

Jefferson County Juvenile Court is seeking a full-time Youth Services Officer (YSO) to assist with court functions and provide support and services to children and families.

Applicants must have a post-secondary educational degree and some experience working with juveniles. Preference will be given to a bachelor's degree in a related field.

**Required Knowledge, Skills, and Abilities include, but are not limited to:**

- Proficiency in computer and communication skills
- Ability to pass a background / fingerprint check
- Demonstrated general knowledge of juvenile court processes, criminal and civil laws, and child and adolescent behavior and development
- Completion of required Juvenile Court Core Curriculum Certification training within twelve (12) months of employment and demonstration of detailed knowledge of juvenile court functions thereafter
- Possess a valid Tennessee Drivers License and reside within or in close proximity to Jefferson County

**How to Apply:**

Resumes may be submitted by mail, in person, or by email:

- **Mail or In Person:**  
Jefferson County Juvenile Court  
765 Justice Center Drive, Suite 3  
Dandridge, TN 37725
- **Email:** [tmoyers@jeffersoncountyttn.gov](mailto:tmoyers@jeffersoncountyttn.gov)
- Resumes will be accepted until February 27, 2026, at 4:00 p.m.

**Equal Employment Opportunity Statement:**

Jefferson County is an Equal Opportunity Employer and does not discriminate in employment based on race, color, religion, sex, national origin, age, disability, or any other status protected by law.



## Jefferson County Youth Services Officer Job Description

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<b>Position</b>	Youth Services Officer	<b>Reports to</b>	Teresa Moyers
<b>Department</b>	Juvenile Court	<b>Classification</b>	Exempt
<b>Pay Period</b>	Monthly	<b>Last Revised</b>	January 23 <sup>rd</sup> , 2026

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### Nature of Work

The position of Youth Services Officer (YSO) is a very responsible, legal, administrative, and case management work assisting juveniles and families who are assigned to or seek the services of the Jefferson County Juvenile Court System. The YSO supervises juveniles placed on probation by the court and assists with troubled youth and families as identified by the school system, social agencies, and law enforcement. Additional responsibilities include crisis management with families, counseling and providing assistance to youth and families, assisting with the intake of juvenile offenders, and maintaining contacts with school personnel, social service agencies, and law enforcement personnel. The YSO may implement, coordinate, and supervise special programs as deemed appropriate by the Director. Job duties require the YSO to share on-call responsibilities and work closely with the Juvenile Court Judge to provide information and make recommendations regarding children and families before the court. Activities of the job require a strong background in assisting troubled youth, experience working with local and regional social service and law enforcement agencies, considerable experience working in the juvenile court system and significant organizational, interpersonal and decision-making skills. Work is evaluated by the Director of Juvenile Court Services through review of the decisions made in response to case management activities, knowledge of juvenile court proceedings and community resources, ability to respond effectively to crisis situations, and organizational and interpersonal skills.

### Essential Functions

The Youth Services Officer is responsible for the following essential functions:

- Assist with intake duties including receiving complaints and allegations of delinquency and unruly behavior and determining whether or not to commence legal actions/proceeding
- Attend juvenile court hearings and assist in advising youth and families of their charges, rights, and options; prepare court reports and court orders

- Maintain records of job-related activities and training courses and submit required reports and other documentation to the Director and/or State and Federal agencies when appropriate
- Conduct investigations, prepare reports and make recommendations to judge(s) having juvenile court jurisdiction
- Supervise the activities and requirements of juveniles placed under court supervision to comply with all court orders and stipulations
- Track the payment of fines, fees, restitution, and court costs for those under court supervision
- Assist with making decisions regarding detainment and placement of juveniles and/or the terms of their release
- Represent Juvenile Court on various advisory boards, teams, and programs as directed or approved by the Director
- Assist school personnel in responding to juveniles/families in crisis and make referrals to appropriate social services agencies
- Intervene in crisis situations and assist juveniles/families to attempt an optimal resolution to their difficulties
- Assist with processing and docketing new petitions
- Assist in creating court dockets, pulling court files, and completing pre-hearing reports
- Attend workshops and seminars to meet State/Federal guidelines for required annual training
- Consult with school personnel, social service agencies, mental health organizations, law enforcement personnel, and local officials to obtain information and determine methods and best practice in assisting children and families
- Share on call responsibilities with other Juvenile Court staff to assist law enforcement with crisis situations that occur outside of normal business hours
- Maintain case files and related documents on all juveniles assigned to their caseload
- Conduct drug screens in accordance with established practices and protocols when necessary
- Perform related duties as required

#### **Minimum Training & Qualifications**

- Graduation from an accredited four year college or university with a bachelor's degree in Social Services, Criminal Justice, Psychology or related field
- Experience working with troubled youth and adolescents
- Knowledge of the laws pertaining to juveniles regarding criminal offenses, custody and state supervision
- Experience counseling and providing supportive services to children and families
- Strong organizational, interpersonal and decision making skills
- Experience working with juvenile court systems and school systems
- Any equivalent combination of the above education or experience

**Competencies**

Must be able to provide the following knowledge, abilities, and skills:

- Thorough knowledge of state and federal laws pertaining to juveniles regarding criminal offenses, custody, confidentiality, emancipation, probation, and incarceration
- Thorough knowledge of treatment options available in the community to address mental health needs, chemical dependency issues, behavior modifications, and family dynamics
- Thorough knowledge of contemporary counseling techniques utilized for youth, adolescents and families
- Thorough knowledge of child and adolescent behavior and development and the testing techniques available to diagnose youth and family members
- Considerable knowledge of the Tennessee Code Annotated and Juvenile Court Rules of Procedure
- Considerable knowledge of ADA and Title VI regulations pertaining to juveniles in custody, on probation, and/or involved in Juvenile Court proceedings
- Knowledge of school systems regulations, policies and procedures pertaining to suspension, behavior, and discipline
- Ability to successfully intervene and provide appropriate assistance to juveniles and/or their families when required
- Knowledge of drug testing procedures and protocols
- Ability to manage caseload and maintain all documentation required to comply with existing federal and state regulations and departmental policies
- Ability to effectively counsel and provide guidance for troubled youth and families
- Ability to interact successfully with local officials, law enforcement personnel, social service providers, school personnel, community leaders, clients, co-workers, and the public
- Ability to prepare and maintain confidential records and reports of juveniles assigned to the Jefferson County Juvenile Court
- Ability to prepare competitive grant applications and monitor the use of all grant funds received
- Ability to prioritize job related activities to meet workload demands, reporting requirements and established deadlines
- Ability to utilize proprietary, word processing, spreadsheet, and database management software applications
- Ability to maintain and appropriately care for issued equipment
- Skill in the use of conflict resolution, negotiation, and mediation techniques

**Necessary Special Requirements**

- Juvenile Court Core Curriculum Certification
- Possession of a valid Tennessee Drivers License and the ability to obtain vehicle insurance at standard rates
- Must pass a criminal background check prior to employment

- Must successfully attend a minimum of fifteen (15) hours of training annually as required by State guidelines

*Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson County Government may provide reasonable accommodations to qualified individuals with disabilities. Jefferson County is an Equal Opportunity Employer and does not discriminate in employment based on race, color, religion, sex, national origin, age, disability, or any other status protected by law.*

*This document should only be signed **upon hire** by the employee assigned to the position and the immediate supervisor.*

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Employee Signature

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Date

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Supervisor Signature

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Date