

ESSENTIAL FUNCTIONS/PHYSICAL DEMANDS

Job/Position Title:	Department: Court Services	Date:
---------------------	----------------------------	-------

SECTION A - ESSENTIAL FUNCTIONS

List below the essential functions of the position and the percentage/amount of time involved in that function over a normal day or week. For functions which are performed less often, give an indication of time spent monthly or annually and describe. Essential functions are the fundamental duties of the position. The position exists to perform the essential functions. Essential functions cannot be transferred to another position without fundamentally changing the job. Functions which are only marginal to the job are not essential functions. (Reference Personnel Administrative Manual, Section 300, Employment Definitions, or contact the Personnel Department for further details.)

DESCRIPTION OF FUNCTION	% OF TIME
Establish and maintain a working data base which consists of juveniles in detention, less secure detention, and other detention alternative programs. This data should include: detention's average daily population to date; name, age, and detaining offense of each juvenile; length of stay in detention or alternate program; court date; and assigned probation office, if applicable.	30%
Work with Casey Collaborative Committee and other stake holders to determine areas of concern within our local juvenile justice process which may affect juvenile's LOS in detention and ADP of detention and other alternative programs.	30%
Prepare and present progress reports to the Juvenile Justice Subcommittee of the Hampton-Newport News Criminal Justice Board, the Casey Collaborative Committee, and the annual report to the Department of Criminal Justice Services.	20%
Establish and maintain regular contact with court service unit personnel and other service providers who may have youth in detention to determine status and eligibility for movement to other programs.	10%
Establish and maintain contact with juveniles in secure detention who do not have assigned probation officers, when necessary, and prepare written and/or verbal correspondence to the courts regarding their status and/or ability to be moved to a less restrictive setting. This may also require making contact with families or legal guardians as needed.	10%

NOTE: THE TOTAL OF ALL PERCENTAGES WILL BE LESS THAN 100% FOR MOST POSITIONS. ATTACH ADDITIONAL SHEETS IF NECESSARY.

Signature of Department Head or Designated Representative:	Date:
--	-------

SECTION B - PHYSICAL DEMANDS - Next to the physical demands listed below, describe the types of activities involved with performing the position. Under the frequency column, list the frequency of each demand, using the ratings and definitions listed below. Place an asterisk (*) in the left column next to those activities REQUIRED for ESSENTIAL FUNCTIONS.

C = CONTINUOUS--OVER 6 HOURS A DAY
 F = FREQUENT--BETWEEN 3 AND 6 HOURS A DAY
 O = OCCASIONAL--LESS THAN 3 HOURS A DAY

I = INTERMITTENT--SEVERAL TIMES A WEEK
 P = PERIODIC--SEVERAL TIMES A MONTH OR LESS
 E = ONLY IN UNUSUAL OR EMERGENCY SITUATIONS

*	PHYSICAL DEMANDS	REQUIRED ACTIVITY OF JOB USING THIS PHYSICAL DEMAND	FREQUENCY
	WALKING (excludes regular office environment)		
	STOOPING		
	BENDING		
	CLIMBING		
	CRAWLING		
	STANDING		
	SPEAKING (excludes informal conversation)		
	LISTENING		
	WRITING		
	READING		
	CARRYING		
	PUSHING/PULLING		
	SITTING		
	LIFTING OF MORE THAN 10 POUNDS (include type of objects and normal and maximum weight)	Type of object(s): Normal weight to be lifted: Maximum weight to be lifted:	
	REACHING	Maximum height person would have to reach without climbing:	
	DRIVING	Check and explain if following are required: Driver's License Commercial Driver's License Operate department vehicles	
	OPERATION OF EQUIPMENT	List types and frequency of each:	
	OTHER: (List) Include wearing heavy or special gear Or protective devices or using specialized equipment		