



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Administrative Coordinator I (Transportation)
DEPARTMENT.....:	Public Safety
DIVISION.....:	Juvenile Justice Complex
CLASSIFICATION/GRADE.....:	Administrative Coordinator/104
REVISED.....:	01/2019
REPORTS TO.....:	Director/Assistant Director
REVIEWED.....:	05/2021
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

The Transportation Officer will transport the juveniles where needed in accordance with the policy and procedure manual.

BASIC FUNCTIONS:

The Transportation Officers will perform the following duties:

1. Transport juveniles to court, medical visits, other facilities, and any place approved by the Admissions Tech or Director.
2. Will adhere to strict security guidelines as set forth by the policy and procedure manual.
3. Will accept and perform all the duties of Juvenile Care Associate.
4. Will accept and perform all the duties of a Control Room Technician.
5. Shall attend any training required and necessary for effective job performance.
6. Will accept and perform all duties not in the job description, but necessary for the smooth running of the facility.
7. Strictly adhere to the policy and procedures of the Terrebonne Parish Juvenile Detention Center and the Terrebonne Parish Consolidated Government.

OTHER REQUIREMENTS:

1. Shall perform any duties not in this job description but located within the policy and procedure manual and necessary for the efficient operation of the facility.

EDUCATION/EXPERIENCE:

2. The candidate shall have a high school diploma or GED equivalent.
3. The candidate shall have a valid Louisiana Driver's license.
4. The candidate shall have a clean driving record.
5. The candidate shall be able to demonstrate report-writing skills.
6. The candidate should have at least minimum computer skills.
7. The candidate shall demonstrate a strong desire to work with troubled youth in an energetic and positive manner.
8. The candidate shall clear a criminal background check conducted by the Louisiana State Police and pass a drug screen.