



## Grand Traverse County, MI Job Description

### Transporter – 13th Circuit Court, Family Division, Volunteer Services

#### GENERAL SUMMARY

Primary function of the job is to work with the Volunteer Services office, 13th Circuit Court, Family Division for transporting youth on probation, to and from detention or treatment facilities throughout the State of Michigan.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Attend necessary training hours as required by the 13th Circuit Court, Family Division.
- Maintain a valid driver's license.
- Provide a safe environment for youth while in transit.
- Provide on-time arrival for all transports.
- Monitor and document youth behavior and activities while in transit.
- Ensure confidentiality

#### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High school diploma or GED is required.
- Previous experience with high-risk youth and their families is preferred

#### CERTIFICATIONS, LICENSES

- Requires a valid driver's license and must maintain eligibility to drive as per the County's Vehicle policy.

#### CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check will be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

The individual must follow all traffic laws while performing services in this position. Failure to do so may result in suspension. May also be required to work with high-risk youth.

**DISTINGUISHING CHARACTERISTICS**

- Manual labor for job tasks may be required.
- Regular contacts by volunteer with the public and co-workers to obtain and/or provide information is required.
- Volunteers receive moderate supervision and work involves carrying out duties according to standard practice or general instructions without continuous and direct control.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- While performing the duties of this job, the volunteer is regularly required to sit and talk or hear.
- May be required to reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.
- Specific vision abilities requirements by this job include distance vision, peripheral vision, and depth perception.
- May be required to sit for long periods of time in car during transports

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Basic knowledge of English grammar, spelling, and punctuation
- Must be in good physical health necessary to perform duties as assigned.
- Displays a professional demeanor
- Interpersonal skills necessary to work courteously and effectively with other employees and clients.
- Ability to work independently
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to comprehend, process and apply both verbal and written skills appropriate to the situation.
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently