

Juvenile Court Services

The Hamblen County Juvenile Court Department is seeking a full-time Temporary Holding Manager/Administrative Assistant. This position involves the supervision of the Hamblen County Temporary Holding Resource Center (3 cell juvenile detention facility) in addition to being the Administrative Assistant to Hamblen County Juvenile Court Services Department. The job requires knowledge of the laws and regulations pertaining to the incarceration of juveniles, strong organization, interpersonal, decision-making skills, and ability to effectively supervise and coordinate the activities of support staff. Duty includes being on-call Monday through Thursday every week and one weekend every 3 weeks.

Minimum qualifications include graduation from high school/GED (an associate degree in criminal justice, psychology, sociology, or related field and/or previous experience working with juveniles is preferred).

Starting annual salary is \$33,600 with benefits but is negotiable depending upon experience and education.

Submit resume to Cyndi Trent Doty, Juvenile Court Director via email at ctrent@co.hamblen.tn.us