

DEPARTMENT: Moore County Juvenile Probation

JOB TITLE: Juvenile Probation Officer

EMPLOYMENT STATUS:

Full Time **Salaried** Part Time **Non-Exempt** Exempt

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

DEFINITION

This position involves supervision and case management of juvenile offenders, requiring critical investigation and analysis of juveniles and the special circumstances of each individual case, using the skills of specialization and the spirit of cooperation, in order to make appropriate recommendations for the protection of the community and the rehabilitation of the child.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the juvenile probation supervisor.

Exercises no supervision of employees.

EXAMPLES OF SPECIFIC RESPONSIBILITIES AND DUTIES

Responsibilities and duties may include, but are not limited to the following:

Essential duties and responsibilities:

1. Compile detailed social investigations on all referrals.

2. Make appropriate detention and disposition recommendations.
3. Participate in case and departmental staff meetings.
4. Prepare detailed court letters for Judges' consideration.
5. Ensure accuracy of all court documents.
6. Explain court orders to juveniles and their parents or guardians.
7. Oversee child's compliance with court orders or agreed supervision.
8. Provide training assistance to newly hired probation officers and interns.
9. Conduct timely home visits, school checks, curfew checks, and other appropriate contacts.
10. Prepare supervision plans.
11. Counsel with child and child's family.
12. Make appropriate referrals for child, including placement when necessary.
13. Oversee child's community service and restitution if applicable.
14. Maintain up-to-date case files and chronological entries.
15. Maintain statistical reports and records.
16. Apprehend and transport juvenile offenders.
17. Maintain up-to-date knowledge of community resources and information regarding juvenile justice laws and trends.
18. Participate in community efforts focused on the prevention or intervention of juvenile delinquency.
19. Participate in departmental planning and development.
20. Supervise community service.

Other important duties and responsibilities:

As assigned within the scope of responsibility and requirements of the position.

QUALIFICATIONS

Preferred:

Experience in juvenile justice system and related social agencies

Knowledge of modern principles of sociology, criminology, criminal justice, and child and adolescent psychology

Knowledge of social casework and counseling methods

Basic computer skills

Ability to:

Adapt to specialized caseload assignments

Assess family risks and needs and develop appropriate plans to address them

Communicate effectively both orally and in writing

Demonstrate leadership within the department and the public

Work independently and as a team player

Establish and maintain effective working relationships

Effectively control hostile situations and persons

Assist with training new staff and/or interns

Respond to on-call situations

Demonstrate good moral character and an ethical lifestyle

EXPERIENCE AND EDUCATION

Experience:

At least 21 years of age

At least one year of casework, counseling, or community or group work, including relevant work as an intern, *required*. (Eighteen hours of post-graduate credit hours earned in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by the Texas Juvenile Justice Department may substitute for experience.)

Education:

Bachelor's degree, *required*

Focus on criminal justice, criminology, corrections, counseling, law, social work, psychology, or sociology, *preferred*

Licenses or Certificates:

Pre-Hire:

Current Texas driver's license (and insurable)

After Hire:

Juvenile probation officer certification
CPR and First Aid certification
Approved restraint technique certification
Meet the requirements set forth by TAC 344 to be certified as a Juvenile Probation Officer in Texas.

WORKING CONDITIONS

Environmental Conditions:

Primarily works in an indoor setting that is designated as tobacco free. Requires work with juvenile justice involved youth and their families. Interactions can be adversarial in nature at times. Moderate travel with little or no notice, some evening and week-end work, and being on a rotating 24-hour on-call schedule are also requirements of the position. This position involves high public visibility, significant contact with professionals in related agencies and departments, and contact of a sensitive and confidential nature with juveniles and their families

Physical Conditions:

This position involves a range of activities, from sitting at a desk for several hours to conducting home visits, school checks and curfew checks. This position requires occasional search, apprehension, and restraint of aggressive juvenile offenders. Some travel, including juvenile transport, is also required.