

Job Description: JUVENILE PROBATION OFFICER

CLASS NO. 1901

EEOC CATEGORY: Professionals

PAY GROUP: 23

FLSA: Exempt

SUMMARY OF POSITION

Oversees the juvenile probation department including evaluating probationers and designing customized probation plans, visiting probationers at home and school to ensure compliance with plans, and maintaining detailed and accurate records of probationers.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge
2. Directs: Assistant Juvenile Probation Officer/Secretary and Secretary I
3. Other: Has frequent contact with state and local law enforcement agencies, area schools, juveniles and probationers, and the general public.

EXAMPLES OF WORK

Essential Duties*

Prepares intake paperwork on new case referrals;

Evaluates probationers individually and designs a customized probation plan;

Visits probationers' homes and schools to ensure compliance with their established probation plan and monitors school grades and attendance;

Maintains detailed and accurate records of probationers, prepares required reports, including documenting family history, socioeconomic background, and school history, and makes recommendations concerning probationers' case disposition;

Appears in court as requested and as required;

Transports juveniles to and from detention and other departments as required and takes runaways home;

Attends questionings of juveniles by law enforcement officials as required and investigates charges filed against juveniles;

Attends continuing education seminars and courses as required; and

Administer department budget to ensure effective use of available funds.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 1901 (Continued)

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: personnel procedures; and laws, rules, and regulations pertaining to the Texas Juvenile Law and Texas Family Code.

Skill/Ability to: interact successfully with youths of varying socioeconomic and educational backgrounds; demonstrate proficiency in both oral and written communication; establish and maintain effective working relationships with state and local law enforcement agencies, area schools, youths, and co-workers; maintain composure under stress; work independently; maintain accurate records; and maintain necessary appropriate certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in sociology, psychology, or a related field (criminal justice degree preferred), plus at least two years of related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation; and certification as a Juvenile Probation Officer.