

**Job Description: ASSISTANT JUVENILE PROBATION OFFICER  
and SECRETARY I**

CLASS NO. 1902

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

**SUMMARY OF POSITION**

Performs general secretarial tasks for the juvenile probation department. Duties include typing letters and notices, answering telephones, maintaining office case files, and greeting the public.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Juvenile Probation Officer
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with the general public. Has weekly contact with the Sheriff's department and the County Auditor's office.

**EXAMPLES OF WORK**

Essential Duties\*

Assists Juvenile Probation Officer in the day-to-day operations of the juvenile probation office;

Performs general secretarial duties, including filing and typing letters, notices, etc.;

Answers telephone and takes messages or directs calls as required;

Maintains office telephone log;

Collects messages on answering machine daily to ensure prompt response to callers;

Greets the general public within the office and responds to questions or directs calls to appropriate party;

Prepares office bills for payment, including writing checks for signature by Juvenile Probation Officer;

Prepares and mails notices of counseling session times to probationers and their parents;

Performs activation of home monitoring devices on probationers; and

Prepares requisitions for office supplies as necessary;

\*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. 1902 (Continued)**

Certified by Texas Juvenile Probation Commission to perform various reports and to assist the Chief Juvenile Probation Officer of Chambers County;

Attends an annual Caseworker course for updated versions of the Commission's program to track all juveniles referred to this department; on a daily basis, enters any information into the computer regarding the juvenile's files; submits monthly email reports concerning the juvenile's information; submits quarterly and yearly reports to the Commission;

Certified by the Probation Commission to administer, grade and submit a MAYSI test to all juveniles that enter this department to determine a need for psychologist screening for mental health issues;

Performs intake interviews with juveniles to help assist Chief Juvenile Probation Officer with data to prepare court documents; qualified to see juveniles for their monthly appointments and coordinates juvenile hearings with the sheriff's department in the absence of the Chief Officer;

Assists Title IV-E personnel with the Commission in Austin to determine if the department can be reimbursed funds for various costs the department has spent; trained by IV-E personnel to submit forms to the Commission;

Assists Chief Officer in preparing cases for court; transfers and coordinates cases when juveniles move from county to county or state to state with the Interstate Compact in Austin, Texas;

### Other Important Duties\*

Performs such other related duties as may be assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* general office operations; secretarial practices; and laws, rules, and regulations pertaining to the Texas Juvenile Law Code.

*Skill/Ability to:* demonstrate proficiency in both oral and written communication; operate standard office equipment including typewriter, copy machine, and computer using standard word processing software; type accurately at a speed of at least 50 words per minute; maintain accurate office files and logs; and establish and maintain effective working relationships with co-workers, county employees and officials, and the general public.

## **ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent, including computer and secretarial training, plus at least one year of experience as a secretary;

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

## **CERTIFICATES AND LICENSES REQUIRED**

None.

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County