

## **Job Description: Part-Time Juvenile Probation Officer**

### **SUMMARY OF POSITION**

The Part-Time Juvenile Probation Officer position is responsible for supervision of juveniles referred to the Department. This position requires frequent contact with juveniles and their families, school personnel and home visits, providing juveniles with counseling services as needed and referring to probation assistance programs, development of supervision and treatment plans, transporting of juveniles, cooperation with community agencies and conferring with law enforcement and court personnel. This position does require you to be on-call on a rotating schedule.

### **ORGANIZATIONAL RELATIONSHIPS**

The position reports directly to the Chief Juvenile Probation Officer.

The position has frequent contact with juveniles and their families, public, private and online schools, after school programs, and the general public; law enforcement agencies; attorneys; court personnel; other county departments and community agencies.

### **JOB DESCRIPTION**

- Supervises juveniles on deferred prosecution, court ordered release, or pre-court monitoring in compliance with Texas Juvenile Justice Department standards and department expectations;
- Ensures a mental health screening is conducted on every juvenile with a formal referral within the mandated time frame and referrals for services when needed;
- Conducts a Risk and Needs assessment for each assigned juvenile prior to each disposition and updates the assessment as mandated by state standard;
- Implements case management strategies in accordance with department policy and procedures, as recommended by the Risk and Needs assessment, and follows direction outlined in the juvenile's case plan;
- Maintains the appropriate level of direct contacts in accordance with the department's policies and procedures for office visits, school visits, field/home visits and home studies;
- Conducts interviews, investigations and violation reports and status updates for the Court;
- Prepares and implements educational and prevention programming that supports a juvenile's success in school and the community;
- Maintains all case records as required in a secure and confidential manner;
- Maintains a working knowledge of the juvenile justice field and utilizes this knowledge ethically within their role;
- Cooperates with and assists law enforcement agencies, District/County attorney offices, and other community agencies on juvenile matters;
- Maintains the expected level decorum as to ensure integrity, confidence, and professionalism as an officer of the Court;

- Coordinates with school personnel to ensure the juvenile’s educational needs are being addressed;
- Maintains training for the use of approved personal and mechanical restraints and prioritizes safety and security;
- Assists with in-custody youth transports and other transportation needs of juveniles;
- Maintains a work schedule coordinated and approved by the Probation Administrator.
- Performs all other duties and tasks as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of Texas Juvenile Justice Code, Texas Family Code, Texas Education Code, Texas Human Resource Code and Texas Penal Code.

The skill and ability to supervise juveniles involved in the juvenile justice system; maintain effective working relationships with other county employees, county schools and school officials, judges, and community organizations and agencies involved in the juvenile justice system; demonstrate proficiency in both oral and written communication; and maintain appropriate necessary certifications.

Knowledge of case management, courtroom proceedings, juvenile justice professional ethics, Texas Family Code, suicide prevention, identification of abuse, neglect or exploitation, and recognition of mental illness in youth.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Bachelor’s degree from an accredited four-year college/university. Ability to pass a criminal background check. Must have no disqualifying criminal history: felony conviction or felony deferred adjudication within the past 10 years, not currently on probation or parole, jailable misdemeanor within the past 5 years, registered as a sex offender, must not currently be under any suspension from TJJD. Must never have had any certification revoked. Knowledge of the Texas Juvenile Justice Standards. Ability to maintain effective working relationships with county officials and staff.

**CERTIFICATES AND LICENSES REQUIRED**

Certification as a Juvenile Probation Officer by the Texas Juvenile Justice Department. Valid state driver’s license and proof of liability coverage.

**NOTICE:**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**

**All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.**

**Regular attendance is required in this job.**

**All employment with Yoakum County shall be considered “at will” employment. No contract of employment shall exist between any individual and Yoakum County for any duration, either specified or unspecified.**

**I have reviewed this job description and find it to be an accurate description of the demands of the job.**

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**Signature of Employee**

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**Date**

**This signed original will be placed in employee’s Personnel File.**