

38th Judicial District
Juvenile Probation Department

Job Description

Job Title: Juvenile Probation Officer
Reports to: Chief Juvenile Probation Officer

Education - Required: Bachelors degree in Criminal Justice, Social or Behavioral Sciences or a related field; successfully complete exam to acquire Juvenile Probation Officer certification within six months of hire date.

Experience - Preferred: One (1) year direct experience or juvenile related field.

Job Duties:

- Ensure the compliance of probationers to conditions of probation through supervision
- Intake process of new probationers, including criminal history
- Prepare legal documentation and reports for and attend court hearings as applicable
- Testify in court and supply information as necessary
- Case management per departmental policies
- Conduct field visits (home, school, curfew monitoring etc.)
- Maintain client files and records consistent with laws and departmental policies and procedures
- Computer literate (databases, word processing software 45 wpm, spreadsheets, etc.)
- Interview and counsel probationers in office and field visits, direct and indirect cases
- Monitoring probationer adherence to conditions of probation (EM, CSR, AA, treatment, curfew, sex offender state laws and interstate compliance, etc.)
- Problem resolution
- Research and prepare chronologicals, monthly progress reports, violation reports, request response forms, and other reports as necessary in timely manner
- Develop and implement strategies for case supervision
- Perform risk/need assessments and reassessments
- Refer probationers to CSR, counseling, GED classes, etc.
- Obtain urine or oral samples from juvenile clients
- Maintain the integrity of confidential information as required by federal and state laws
- Excellent written and oral communication skills
- Professional and respectful etiquette and appearance
- Knowledge of and compliance with Texas Family Code, Texas Penal Code, Texas Code of Criminal Procedure, Texas Administrative Code and Standards provided by the Texas Juvenile Justice Department and handbook of policy and procedures of the Juvenile Probation Department
- Good time management and organizational skills
- Ability to get along with all types of people
- Ability to speak Spanish is very helpful, but not required

- Handle phone calls relating to probationers on your caseload
- Work hour flexibility to ensure efficient completion of duties as approved by Chief JPO
- Report violations in a timely manner
- Overnight travel for training as necessary
- Must possess a valid Texas Driver's License
- Must have a telephone number at which he/she can be reached
- Must possess and maintain personal Texas automobile liability insurance
- Other duties as assigned by Chief JPO or designee
- Must be able to respond weekends, holidays, evenings to work related and/or detention related situations while on 'on-call' as needed and as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:

- a. Must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, write, count, read, speak, analyze, alphabetize, lift and carry 35 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- b. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus and airplane.
- c. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.

Certificates, licenses, registrations, or diplomas: Must provide proof of college degree.

Background Checks shall be completed which may include obtaining and verification of education, criminal history, credit history, governmental and court public records, personal references, and other information which relates to background, character and personal reputation which may be deemed relevant to employment.

Employment is contingent upon federal, state, or local funding. Employer is an 'at-will' employer.

Employee benefit package includes paid vacation, holidays, sick leave, retirement and health insurance.

