

**Job Description: PART-TIME**  
**JUVENILE PROBATION OFFICER**

**SUMMARY OF POSITION**

The Juvenile Probation Officer manages a caseload of juveniles, on probation or pending court proceedings, with the objective of resolving problems and improving behavior. Duties include interviewing and counseling clients and their families, researching their backgrounds, keeping up with school records, and evaluating findings to make recommendations.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Chief Juvenile Probation Officer
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with public schools, state and local human services agencies, law enforcement agencies, attorneys, court personnel, juveniles and their families, and the general public.

**ESSENTIAL DUTIES**

Interviews and counsels juveniles and their families, both formally and informally;

Secures data regarding physical, psychological, and social factors contributing to juvenile situations; prepares social histories and other reports for the courts; and conducts home and school visits as necessary for supervision;

Coordinates hearings with attorneys and parents within court guidelines, evaluates findings, and makes recommendations regarding case disposition, including placement with the Texas Juvenile Justice Department or other correctional facility; makes referrals to mental health or drug treatment centers as needed; makes referrals to the Texas Department of Family and Protective Services or other social service agency as needed;

Maintains contact with various community agencies and resources in order to develop services and plans to rehabilitate juvenile offenders;

Prepares treatment plans and correspondence as needed for rehabilitation and coordination of services;

Serves as a liaison between juveniles and their parents, school officials, social agencies, and court personnel;

Receives restitution, probation fees, court costs, attorney fees, and all other fees from the juvenile and their families as needed;

Accompanies juveniles to court and testifies in court when necessary;

Counsels with victims;

Cooperates with local law enforcement officials in regards to juvenile offenders;

Rotates on-call duty to determine whether to detain or release a juvenile upon arrest by a law enforcement agency.

Performs all other related duties as assigned.

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

*Knowledge of:* The Texas Family Code, Texas Education Code, and Texas Penal Code, as needed; social casework techniques; methods and techniques of counseling; juvenile justice and family law matters; state and county statutes and other requirements for the operation of juvenile probation programs.

*Skill/Ability to:* conduct investigations and report the results clearly, accurately, and impartially; gather, analyze, and evaluate facts from which to develop individual program plans and appropriate case dispositions; demonstrate proficiency in both oral and written communication; establish and maintain effective working relationships with other county employees and officials, juveniles and their parents, representatives of other agencies, and the general public; and deal effectively with hostile and aggressive juveniles, as well as juveniles with mental health disorders.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Bachelor's degree in criminology, criminal justice, psychology, social or behavioral sciences, or a related field, plus at least one year of full-time casework, counseling, or community work experience; have no disqualifying criminal history as described by the Texas Administrative Code;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to perform the duties of the position.

### **CERTIFICATES AND LICENSES REQUIRED**

Certified as a Juvenile Probation Officer by the Texas Juvenile Justice Department.

**Job Description: PART-TIME  
SECRETARY/ADMIN. ASSISTANT**

**SUMMARY OF POSITION**

This position requires daily contact with probationers and their families, co-workers, employees within other departments, and the general public either in person or via telephone. Duties include answering phones, taking messages, and general record keeping among other tasks.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Chief Juvenile Probation Officer
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with public schools, state and local human services agencies, law enforcement agencies, juveniles and their families, and the general public.

**ESSENTIAL DUTIES**

Answers office phone lines and take messages accordingly;

Assists in maintaining records and filing records as needed;

Enters offense reports, referrals, and other information as needed into the JCMS system;

Assists in the collecting of probation and restitution fees, in addition to the collection and other fees associated with juvenile probation;

Supports department staff as needed for clerical purposes;

Mails reminders to juvenile clients for any payments that are late;

Mails notice of payment letters to victims along with the victim's restitution check;

Assists the Juvenile Probation Officers in maintaining chronological records in juvenile files;

Assists Chief Juvenile Probation Officer with billing and banking issues;

Delivers mail and other documents to the courthouse, and checks the courthouse for any documents being sent to our department;

Coordinates and sets trainings for all employees, as requested by the Chief Juvenile Probation Officer;

Sets appointments for physicals as needed for employees and juveniles;

Completes any and all tasks as assigned by the Chief Juvenile Probation Officer;

Performs all other related duties as assigned.

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

*Knowledge of:* general computer programs, phone systems, fax/copy machines, filing techniques.

*Skill/Ability to:* work well with others; demonstrate proficiency in both oral and written communication; establish and maintain effective working relationships with other county employees and officials, juveniles and their parents, representatives of other agencies, and the general public; and deal effectively with hostile and aggressive juveniles, as well as juveniles with mental health disorders.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

High School Diploma or GED required. Must be 21 years of age, be of good moral character, and have no disqualifying criminal history. An equivalent combination of experience and training which provides the required knowledge, skills, and abilities to perform the duties of the position will also be considered.

### **CERTIFICATES AND LICENSES REQUIRED**

None.