

JOB DESCRIPTION  
Juvenile Probation Officer

General Description

The position is subject to the certification requirements of the state of Texas for a Juvenile Probation Officer. The position performs, under direct supervision, professional intake and counseling services in matters relating to the juvenile justice system. The probation officer must make independent judgments within the scope of their job duties. The position requires the officer to work effectively with other professionals in the criminal justice field and with other professionals within the community who provide direct services to juvenile offenders and their families. The position requires the officer to discover presenting problems, evaluate the degree of seriousness in a given situation and recommend reasonable solutions. Position requires tolerance to stress in moderate to considerable degrees.

FLSA Status: Exempt

Minimum Requirements

1. Be certified, or be able to get certified, as a Juvenile Probation Officer with the state of Texas or meet certification requirements for a Juvenile Probation Officer within the state of Texas;
2. Have one year experience working with juvenile age offenders, working in the criminal justice system, or in related social service work;
3. Cannot be employed as a peace officer or work as a reserve or volunteer peace officer;
4. Be at least 21 years of age;
5. Have earned a Bachelor's Degree from an accredited university.
6. Have a valid Texas Driver's License.
7. Have basic computer skills and willingness to adapt to new technology.

In addition to meeting specific minimum job qualifications stated above, a person is not eligible for employment with the department if:

- (A) A person is currently subject to community supervision or parole.
- (B) A person in the last ten years has been convicted of or placed on deferred adjudication for a felony offense under the laws of this state, another state, or the United States, is currently on either felony probation or parole, or is registered as a sex offender under Chapter 62, Texas Code of Criminal Procedure. A person in the last five years has been convicted of or placed on deferred adjudication for a jailable misdemeanor offense against the laws of this state, another state, or the United States.
- (C) An individual whose certification as a juvenile probation officer, detention officer or a corrections officer has been revoked by TJJD shall never qualify for employment as a juvenile probation officer, detention officer, or corrections officer. An individual whose certification is currently under a suspension order issued under 341.88(d)(2) shall not qualify for employment

as a juvenile probation officer, juvenile detention officer, or corrections officer as long as the suspension is in effect. An individual whose certification is currently under a suspension order issued under 341.109(a) shall not qualify for employment as a juvenile probation officer, detention officer, or corrections officer until the Department receives an order issued under Texas Family Code Section 232.013 staying or vacating the license suspension.

### Essential Job Duties

1. Conducts intake interviews with the juvenile offender and family.
2. Makes a preliminary recommendation to the Criminal District Attorney's Office and the Juvenile Court with regard to the case and or the detention of the juvenile offender.
3. Possesses a working knowledge of the Juvenile Justice Code and TJJD Standards.
4. Composes narrative and chronological reports for each case in clear and concise language to document case activity.
5. Prepare social histories for the Juvenile Court developing a recommendation for disposition of the case that is supported by fact.
6. Provides direct supervision of juvenile offenders assigned to caseload, including field visits after 5 p.m. and on weekends.
7. Keeps current the statistical data in the JCMS case management system.
8. Develops case plans consistent with TJJD Standards and with the department's level of supervision plan.
9. Testifies in court regarding the supervision of a juvenile offender and makes recommendations to the court concerning a case.
10. Possesses a working knowledge of community resources and makes appropriate referrals of juvenile offenders and their family members.

### Marginal Job Duties

1. Possesses a working knowledge of normal and abnormal human behavior.
2. Possesses and applies good general counseling techniques.
3. Attends professional training outside the 46th Judicial District as necessary to obtain and maintain professional certification.
4. Implements safety and security procedures of the department.
5. Provides information to citizens seeking assistance from the department.
6. Is able to work in a regimented office setting and follow direction of supervisors.
7. Serve as duty officer on a rotating basis.

### Physical and Mental Requirements

1. Must be mobile within an office environment, i.e. lift case files, maneuver around file cabinets, bend, sit/stand for long periods of time, reach, stoop, pull, walk, read, write, work indoors and outdoors.
2. Must be able to tolerate stress in moderate to high degrees.
3. Must be able to give verbal and written instruction.
4. Must be able to initiate and maintain legible documentation in a timely manner on a continual basis.

5. Must be able to successfully and effectively interact with juvenile age offenders and their families.
6. Must be able to perform verbal and physical crisis intervention.
7. Must be able to enter, exit, and operate a county motor vehicle
8. Must be comfortable and able to work in high crime areas.
9. Must be able to work flexible hours including evenings, nights, and weekends.

#### Environmental Factors

1. Indoor/outdoor activity;
2. Long periods of sitting or standing;
3. Long periods working at a computer terminal;
4. Work in a secure detention setting;
5. Able to enter homes of juvenile offenders.

#### Compliance ISP Officers

**The Compliance Intensive Supervision Probation (ISP) officers will work as a team to ensure compliance (particularly curfew compliance) with probation orders for probationers who are considered to be high risk offenders. These offenders may be involved in gang and drug activity, sex offenses, assaultive behavior, and/or property crimes. The Compliance ISP officers will be required to make late night home visits that may consist of room searches, searches of the offender, and on-site drug testing. The Compliance ISP unit is responsible for managing the department's electronic monitoring program as well as installing the units in the home and on the person of the offender. Compliance ISP officers will report probationer curfew compliance and other field related issues to case managers on a daily basis.**