

Job Description: JUVENILE PROBATION OFFICER

JOB SUMMARY:

Participates in the supervision of juveniles on court ordered probation, conditions of release and on deferred prosecution. The officer works to coordinate services and resources from agencies within the county and region that benefit juveniles. Assist in the rehabilitation of juvenile offenders. Serves as liaison between the Court, local school districts, juveniles and families involved in the juvenile justice system.

Responsibilities

- Investigates juvenile's background through contact with the juvenile, family, school and other agencies involved with the child to prepare juvenile cases for court actions; make recommendations to the Court.
- Document correspondence, written and verbal, with prosecutors, juvenile's family, juvenile's attorney, victims and collateral agencies.
- Prepares violation reports, prosecutor information requests, and status hearing reports based on knowledge of the juvenile and gathered information; testifies and makes recommendations to the Court.
- Maintains case files and communicates with schools in reference to the juvenile and request current and relevant documentation on the juvenile.
- Conduct regular home, school, field and office visits.
- Conducts monthly random drug testing on juveniles.
- Supervises juveniles on conditions of release prior to formal court action, in addition to supervising juveniles on deferred prosecution and in detention.
- Completes Massachusetts Youth Screening (MAYSI-2) and Positive Achievement Change Tool (PACT) on all referred youth referred to the department.
- Referring a child to a local mental health authority as required by Texas Family Code §54.0408;
- Completes case plans and case plan reviews as required by the department.
- Attends training conferences as required for maintenance of Juvenile Probation Officer Certification.
- Rotate on-call duties to respond to juvenile matters after normal business hours;
- Completion of assignments and duties delegated by the Director of Juvenile Probation.

Qualifications

- Bachelor's Degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board.
- Have no disqualifying criminal history
- Good computer and organizational skills; ability to complete assigned projects in a timely manner.
- Good verbal and written communication skills; interpersonal skills and ability to deal effectively with the public, other employees and elected officials.
- Minimum 21 years of age.

- Never have had any type of certification revoked by the Texas Juvenile Justice Department.
- Eligible to be Certified Juvenile Probation Officer.

FULL TIME: \$45,000 Annually

CLOSING DATE: Upon filling position