

Job Description: 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 in order 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.

****Applications can be requested in person at 2200 7th Street, Bay City, TX 77414, by email at dnunez@co.matagorda.tx.us, or can be downloaded from the Matagorda County website.**

****Completed applications must be accompanied by work/education experience and must include references. Submit completed applications in person at 2200 7th Street, Bay City, TX 77414, by email at dnunez@co.matagorda.tx.us, or by fax at 979-244-3849.**

****Open until filled.**