

JUVENILE PROBATION OFFICER

Position Summary

Reports directly to the Deputy Chief Juvenile Probation Officer

To provide efficient and effective casework services for those children who are diverted or who are under the jurisdiction of the Juvenile Court of Atascosa County.

JOB DESCRIPTION

Essential Job Functions:

- Keeps timely chronological documentation of cases.
- Receives offense referrals and performs preliminary investigations.
- Prepares social histories.
- Dispositions of case records
- Maintains timely personal or personnel paperwork include monthly reports, time sheets, and case tracking.
- Complies with legal requirements to ensure juveniles receive full benefits of due process.
- Maintains contact with parents, attorneys, law enforcement and community agencies.
- Coordinates and participates in all aspects of court hearings.
- Makes appropriate referrals to other agencies.
- Seeks and secures alternative placements for juveniles.
- Transports "at risk" clients
- Performs curfew check's on clients on supervision.

EDUCATION:

Required:

- Bachelor's degree preferably in a behavioral science or criminal justice field.
- Must be a certified juvenile probation officer or eligible for certification by the Texas Juvenile Justice Department

SKILLS AND EXPERIENCE:

Required:

- 1 year of experience in a social service agency (1-year graduate study in criminology, law, social work, psychology, or sociology may be substituted for the one- year social service agency experience requirement)
- Current and Valid Texas driver's license and safe driving record
- Must be a certified probation officer when hired or able to obtain certification and have knowledge of the Texas Juvenile Justice Code
- Must also have an ability to work with hostile "at risk" clients and their parents.
- Supervises clients on probation, sets goals with clients and helps clients reach their goals through supervision and case management.

All EMPLOYEES:

- Must be committed to achieving excellence in assigned duties, always in service of the county and the community
- Must have ability to earn and keep the trust of fellow employees and the community at large
- Must be dependable as an encouraging force for team morale and in overall attendance
- Must be approachable and ready to help fellow employees and the general public
- Must maintain the integrity of private, confidential information and documents

HOURS AND SPECIAL CONDITIONS

Regular schedule is Monday to Friday 8:00 am to 5:00 pm. This position may be required to work a flexible schedule base of the needs of the department. Assigned on-call duty on a rotation basis.

DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.