

Job Description: Intensive Supervision Juvenile Probation Officer

Class No.

EEOC Category: Administrative Support

Pay Group:

FLSA: Non-exempt

SUMMARY OF POSITION

The Intensive Supervision Juvenile Probation Officer provides juvenile probation services and supervision duties authorized under statutory and agency administrative law in compliance with the Texas Juvenile Justice Department standards. Under the direct supervision of the Juvenile Probation Officer Supervisor, the Intensive Supervision Juvenile Probation Officer is responsible for providing a high level of direct and indirect supervision of juveniles placed on intensive supervision probation. This position will be responsible for providing maximum supervision and structure for juveniles displaying high risk and high need behaviors. This position requires frequent contacts with juveniles and their families, school and home visits, court appearances, casework documentation, coordination and facilitation of programs and activities, providing juveniles with counseling services as needed and refer to probation assistance programs, development of supervision and treatment plans, supervising juveniles in detention and/or placement facilities, transporting juveniles between detention, medical institutions, schools, etc., cooperation with community agencies and conferring with law enforcement and court personnel while maintaining the quality, consistency and integrity of services established by the Texas Juvenile Department, the Chief Juvenile Probation Officer of Guadalupe County and the Guadalupe County Juvenile Board. Duties assigned to employees in this job title vary according to division assignments and/or allocation of workload.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Juvenile Probation Officer Supervisor
2. Directs: Not applicable
3. Other: Has frequent contact with juveniles and their families and the general public; law enforcement agencies; attorneys; court personnel; other county departments and agencies

SUMMARY OF DUTIES

Essential Duties*

Supervises juveniles on probation in compliance with Texas Juvenile Justice Department standards.

Conducts investigations and prepares Pre-Disposition Investigation Reports for the Courts.

Prepares and completes Requests for Petitions on all cases referred to Court.

Makes recommendations to the Court concerning probation violations.

Makes recommendations to the Court concerning mental health evaluations in cases where a possible emotional or mental disturbance is suspected.

Makes recommendations to the Court concerning alternative placement for eligible probationers and completes required paperwork.

Refers probationers requiring special services to appropriate agencies and monitors their progress in those agencies.

Maintains all case records as required.

Maintains a working knowledge of the juvenile justice field and utilizes this knowledge appropriately.

Maintains a working relationship with the community in providing juvenile justice prevention and education programming.

Cooperates with and assists law enforcement agencies, District/County attorney offices, and other community agencies on juvenile matters.

Monitors collection of probation fees, court costs, and restitution in compliance with departmental policies, procedures and practices.

Maintains the expected level of Court decorum as to ensure integrity, confidence, and professionalism as an officer of the Court.

Coordinates with school personnel to ensure probationer's educational needs are being addressed.

Executes intakes on all assigned referrals.

Performs on call duties as assigned.

Performs all other duties and tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Texas Juvenile Law and Texas Family and Penal Code

Skill/Ability to: Supervise juveniles involved in the juvenile justice system; maintain effective working relationships with other county employees, officials, judges, and community organizations and agencies involved in the juvenile justice system; demonstrate proficiency in both oral and written communication; and maintain appropriate necessary certifications.

DESIRED MINIMUM QUALIFICATIONS:

Over the age of 21

U.S. citizen

Valid Texas driver's license

Bachelor's degree from an accredited four-year college/university

Three to Five years or more of graduate study in corrections, counseling, criminology, law, psychology, sociology, social work or a related field OR one year work or intern experience in a juvenile justice, corrections, or social service agency doing case work or counseling

Ability to pass a criminal background check

Knowledge of case management, courtroom proceedings, ethics codes, Texas Family Code, suicide prevention, identification of abuse, neglect or exploitation, and recognition of mental illness in youths

ACCEPTABLE EXPERIENCE AND TRAINING

Must have either three years or more of work experience in full times casework, counseling, community or group work, or one year graduate study in business, corrections, criminology, counseling, education, government, human resource management, law enforcement, political science, psychology, public administration, social work, or sociology. Must have no disqualifying criminal history: felony conviction or felony deferred adjudication within the past 10 years, not currently on probation or parole, jailable misdemeanor within the past 5 years, registered as a sex offender, must not currently be under any suspension from TJJD. Must never have had any certification revoked. Knowledge of the Texas Juvenile Justice standards. Ability to maintain effective working relationships with county officials and staff.

CERTIFICATES AND LICENSES REQUIRED

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

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee’s Personnel File.