



## **Juvenile Probation Officer**

Juvenile Department

JD/10  
Pay Grade: 16

### **JOB SUMMARY**

This position is responsible for providing comprehensive supervision and case management of juvenile offenders.

### **MAJOR DUTIES**

- Screens and processes all assigned incoming cases through disposition.
- Supervises assigned juvenile probationers; maintains related files as required.
- Conducts office, school, employment and home visits according to department standards.
- Documents all contacts, in chronological order.
- Prepares various written reports; maintains accurate documentation, including case plans, chronological notes, exit plans, and follow-ups.
- Interviews and counsels juveniles and their families; mediates between victims and perpetrators; conducts individual and family counseling; meets with probationers.
- Transports juveniles to court, physicians appointments, and placements when necessary.
- Performs drug screening on juvenile offenders.
- Refers juveniles and their families to appropriate agencies and treatment providers.
- Submits violation reports and attends all required court hearings.
- Attends meetings with representatives of other agencies.
- Completes juvenile case plan reviews.
- Perform any other duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the juvenile justice system.
- Knowledge of case management principles.

- Knowledge of community resources.
- Knowledge of relevant local, state and federal laws.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

#### SUPERVISORY CONTROLS

The Director of Field Probation Services assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include progressive sanction guidelines, the penal and family codes of Texas, and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied case management duties. The unique needs of each client contribute to the complexity of the position.
- The purpose of this position is to participate in the management of juvenile caseloads. Success in this position contributes to the provision of services to juvenile offenders and their families.

#### CONTACTS

- Contacts are typically with co-workers, other county personnel, law enforcement personnel, court personnel, attorneys, juvenile offenders and their families, representatives of other agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is not covered* under Civil Service; however, all other Webb County policies apply.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

**ACKNOWLEDGEMENT**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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