



Chief of Juvenile Probation Officer

Juvenile Department

JD/1
Pay Grade: 26

JOB SUMMARY

This position ~~is responsible for directing~~ manages, supervises, directs, and reports on the operations of the ~~county's~~ Webb County Juvenile Probation Department.

MAJOR DUTIES

- Establishes operating policies and procedures for the Webb County Juvenile Probation Department and the Juvenile Justice Alternative Education Program.
- Establishes departmental goals and objectives.
- Prepares all required administrative reports and records of departmental activities and plans.
- Prepares the annual department budget; administers budgeted funds.
- Performs all administrative duties required for the successful operation of the department.
- Supervises, directs, and evaluates all Juvenile Probation Department personnel in the performance of their duties.
- ~~Establishes departmental goals and objectives; m~~Motivates and coordinates ~~the work of~~ personnel to achieve established departmental objectives toward the achievement of those goals.
- Coordinates effective public relations programs detailing department services, needs, and accomplishments.
- Explores federal, state and local funding for the development of grant applications.
- Ensures compliance with ~~a~~ all state and federal mandates.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of public administration.
- Knowledge of state Juvenile Probation Officer requirements.

- Knowledge of social casework and counseling.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of the Texas Family Code and legislation effecting juvenile justice.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.
- Knowledge/Skill in financial management

SUPERVISORY CONTROLS

The Webb County Board of Judges ~~assigns designates work in terms of~~ departmental goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Texas Juvenile Justice Code, the Texas Juvenile Justice Department Compliance Resource Manual, Webb eCounty policies and procedures, and department policies and procedures. These guidelines require continual review, interpretation, judgment, ~~selection~~, and ~~interpretation in~~ application. This position develops departmental guidelines.

COMPLEXITY/SCOPE OF WORK

- The work ~~consists of~~ entails various administrative, supervisory, and ~~managmanagerial~~ duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the Juvenile Probation Department, including Administration, Probation, Detention, and JJAEP. Successful performance contributes to positive outcomes for clients served.

CONTACTS

- Contacts are, generally and frequently, ~~typically~~ with co-workers, elected and appointed officials, detention officers, teachers, attorneys, law enforcement personnel, college and university representatives, medical professionals, juveniles, parents and guardians, and the general public.
- ~~-C~~The general purpose of contacts are: ~~typically to exchange~~ information dissemination and exchange, personal motivation ~~one persones~~; negotiation ~~one matters~~, ~~resolve~~ problems resolution, and ~~provide~~ services allocation.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is ~~typically~~ generally performed ~~while~~ sitting at a desk or table or while intermittently ~~sitting~~, standing, walking bending, crouching or stooping. The employee frequently lifts light objects and utilizes the sense of smell.
- The work is ~~typically~~ generally performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over all department personnel.

- Must possess a valid and current ~~Texas~~ driver's license.
- Drug and Alcohol Policy applies to this ~~job position~~. 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.~~
- ~~E~~Knowledge and experience ~~sufficient~~ to ~~thoroughly~~ fully understand the diverse objectives and functions of the sub-units in the division/department ~~in order to~~ for proper direction and coordination ~~one work~~ within the division/department, generally, but not always, attained by usually interpreted to require three to five years of related/~~administrative~~ experience.
- Education and training required of juvenile probation officers plus one year of graduate study or qualifying work experience.

A chief juvenile probation officer has the same requirements as a regular JPO, except they must have the one year graduate study or experience, they cannot have an exemption from this requirement [(344.220(d)], and they must become certified within 6 months from date of employment like any JPO. During their second certification period (after they are appointed Chief), their renewal applications must include at least 20 hours of management trainings. [344.640(d)].

Juvenile Probation Officer qualifications as per Texas Administrative Code (344.204)

To be eligible for certification as a juvenile probation officer, supervisor of a juvenile probation officer, or chief administrative officer, an individual must:

- (1) be at least 21 years of age;
- (2) be of good moral character;
- (3) have no disqualifying criminal history as described in this chapter;
- (4) have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board;
- (5) possess the work experience required in §344.210 of this title or graduate study required in §344.204 of this title;
- (6) never have had any type of certification revoked by TJJD;
- (7) complete the training required by this chapter; and
- (8) pass the certification exam as required by §344.700 of this title.

Education Requirements Effective Date: 2/1/18

Juvenile Probation Officer.

- (1) To be eligible for certification as a juvenile probation officer, an individual must meet the following educational requirements;
 - (A) have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board; and
 - (B) have either:
 - (i) one year of graduate study at a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by TJJD; or
 - (ii) qualifying work experience as specified in §344.210 of this title.
- (2) For purposes of this section, one year of graduate study means successful completion of at least 18 post-graduate credit hours.

Work Experience

To be eligible for certification as a juvenile probation officer, an individual who does not meet the graduate study requirement in §344.204 of this title must have one year of experience in full-time paid and/or full-time unpaid case work, counseling, community, or group work:

- (1) in a social service, community, corrections, or juvenile agency that deals with offenders or disadvantaged persons; and
 - (2) that provides the kind of experience necessary to meet this requirement, as determined by TJJD.
- (b) To meet the requirement for one year of full-time experience as required by this section, an individual must have worked at least 1,500 hours in one or more positions described by subsection (a) of this section in twelve months, which may or may not be consecutive months. Prior to hiring the individual, the department or facility must conduct and document a reference check to verify the dates of employment or volunteer service, the position held, and the total number of hours worked.

§344.230 Persons Who May Not Act as a Chief Administrative Officer, Facility Administrator, Juvenile Probation Officer, Juvenile Supervision Officer, or Community Activities Officer
Effective Date: 2/1/18

Pursuant to Section 222.004, Texas Human Resources Code, a peace officer, prosecuting attorney, or other person who is employed by or who reports directly to a law enforcement or prosecution official may not act as a chief administrative officer, facility administrator, juvenile probation officer, juvenile

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supervision officer, or community activities officer or be made responsible for supervising a juvenile on probation.

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.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date