

Job Title: Area Manager Juvenile Probation

Department: Juvenile Probation
Immediate Supervisor: Assistant Director Juvenile Probation

BRIEF DESCRIPTION OF THE JOB: Supervises personnel, assigns casework and job duties and manages the daily operations of the office.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of TimePhysical
Strength
Code

1) Performs administrative duties by distributing forms and paperwork to officers, checking reports and files for accuracy, distributing intake work to officers, fielding complaints and questions, conducting staff meetings and reviewing and approving time-off requests and time cards.	40%	L
2) Supervises personnel by assigning casework and job duties, monitoring and evaluating personnel, conducting audits of case files and paperwork, managing the on-call schedule and assisting personnel with problem solving.	40%	S
3) Performs other duties by serving as liaison between Juvenile Probation Office and the County Attorney's Office, coordinating transportation for juveniles, handling casework and coordinating the Intensive Probation and Detention programs.	20%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Court hearing, making copies, making presentations
Sitting	F	Desk work, driving
Walking	F	To other offices and departments
Lifting	O	Files, boxes
Carrying	O	Files
Pulling	R	Moving equipment
Pushing	R	Moving equipment
Using Fine Dexterity	F	Computer keyboard, using handcuffs
Reaching	O	For files and books
Kneeling	O	Retrieving files from lower shelves
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel, juveniles and parents
Talking	C	Communicating with personnel, juveniles and parents
Using Foot Controls	O	Driving

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Machines, Tools, Equipment and Work Aids:

Computer and related software, copier, fax machine, shredder, telephone, handcuffs, vehicle

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	Y
Physical Danger or Abuse	M	Other (specify)			

PRIMARY WORK LOCATION			
Office Environment	X	Warehouse	Shop
Vehicle	X	Outdoors	Other: Courtroom, Detention Center

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	O
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	O

JOB REQUIREMENTS

Formal Education:

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

Experience:

Over five years up to and including six years experience is required.

Certifications and Other Requirements:

Texas Juvenile Probation Officer Certification

Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.