

Job Title: Juvenile Probation Officer I

Department: Juvenile Probation
Immediate Supervisor: Area Manager Juvenile Probation

BRIEF DESCRIPTION OF THE JOB: Responsible for monitoring and supervising children on juvenile probation. Conducts appropriate screening, assessments, referrals and follow-up of juveniles on his/her caseload. Ensures court and case documentation is completed accurately and in a timely manner.

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 Time

Physical
Strength
Code

1) Supervises juveniles by completing drug screenings, home and school visits and curfew checks, conducting office visits, completing case plans and reviews, communicating with parents and guardians and completing required paperwork.	55%	L
2) Performs other duties by testifying in court, completing monthly reports, obtaining appropriate paperwork for files, ensuring any necessary placement is complete and performing other duties as assigned.	45%	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	Testifying in court, making presentations
Sitting	F	Desk work, driving
Walking	F	To schools, homes and court
Lifting	O	Files and supplies
Carrying	O	Files and supplies
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	F	Computer keyboard
Reaching	F	For files and supplies
Kneeling	R	Filing in lower drawers
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with juveniles and on telephone
Talking	C	Communicating with juveniles and on telephone
Using Foot Controls	F	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, vehicle, leg irons, handcuffs, belly chains, calculator, fax machine, copier, telephone

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	M
Physical Danger or Abuse	M	Other (specify)			

PRIMARY WORK LOCATION			
Office Environment	X	Warehouse	Shop
Vehicle	X	Outdoors	Other: Homes, schools

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	F	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	F
Tedious or Exacting Work	O	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:

Under and including one year experience is required.

Certifications and Other Requirements:

Basic Juvenile Officer Certification

Valid Texas Class C Driver's License

Supervisory:

N/A

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.