

Job Title: Juvenile Probation Officer III

Department: Juvenile Probation
Immediate Supervisor: Area Manager Juvenile Probation

BRIEF DESCRIPTION OF THE JOB: Supervises the caseload of delinquent juveniles to ensure compliance with court orders. Assists the supervisor with administrative duties for the department. Implements and coordinates various program, supervises personnel and performs other duties as assigned.

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 caseloads by conducting home and school visits, conducting curfew checks, transporting juveniles to various locations, preparing and maintaining paperwork and files for juveniles and communicating with parents and guardians regarding juveniles' progress.	30%	L
2) Assists the supervisor with administrative duties by reviewing reports, managing personnel schedules, developing and implementing policies and procedures, maintaining the budget and contracts for placements and performing other duties as assigned.	30%	L
3) Implements and coordinates various programs by evaluating the success of the programs, coordinating schedules and meetings, making presentations, ensuring all materials and equipment are available, supervising operations, reviewing reports and attendance records and completing appropriate paperwork.	30%	L
4) May perform other duties by coordinating education and training for staff, assuming the role of Area Manager in his absence and acting as agency representative to various meetings.	10%	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	O	Making presentations, observing activities
Sitting	F	Desk work, driving
Walking	F	To other offices and departments, school and home visits
Lifting	O	Files, supplies and equipment
Carrying	O	Files, supplies and equipment
Pulling	R	File drawers
Pushing	R	File drawers
Using Fine Dexterity	F	Computer keyboard
Reaching	O	For supplies and equipment
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, parents and on telephone
Talking	C	Communicating with juveniles, parents and on telephone
Using Foot Controls	O	Driving

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Machines, Tools, Equipment and Work Aids:

Computer and related software, telephone, vehicle, fax machine, copier, radio, cell phone, scanning devices, handcuffs, leg irons, belly chains

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	Y	Extreme Temperatures	Y	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	Y	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	F	Emergency Situations	O
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
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:

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

Certifications and Other Requirements:

Basic Juvenile Probation Officer Certification

First Aid/CPR Certification

Valid Texas Class C Driver's License

Supervisory:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing and scheduling work.

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.