

Job Title: Program Officer

Department: Juvenile Probation
Immediate Supervisor: Senior Program Officer

BRIEF DESCRIPTION OF THE JOB: Monitors students participating in the JJAEP.

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) Monitors students at the facility by conducting searches of students at the beginning of the day, ensuring students are dressed in uniforms, ensuring students arrive to the appropriate classroom, assisting teachers with classroom activities, monitoring students in suspension, monitoring restroom breaks, observing students during drills and marches and ensuring students leave the facility appropriately.	80%	L
2) Performs other duties by completing appropriate paperwork, conducting various training classes, intervening in student disputes, reporting any accidents or injuries and offering counseling regarding negative behavior.	20%	L
<i>Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i>		

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	C	Monitoring student activities
Sitting	O	Desk work
Walking	F	During drills, monitoring student activities
Lifting	N	
Carrying	N	
Pulling	N	
Pushing	N	
Using Fine Dexterity	O	Computer keyboard, writing
Reaching	N	
Kneeling	N	
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Observing student activities, reading
Hearing	C	Communicating with students
Talking	C	Communicating with students
Using Foot Controls	N	

Machines, Tools, Equipment and Work Aids:

Radio, copier, fax machine, 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	N
Physical Danger or Abuse	N	Other (specify)			

PRIMARY WORK LOCATION			
Office Environment	Warehouse		Shop
Vehicle	Outdoors	X	Other: Classroom

Protective Equipment Required:

N/A

Non-physical Demands:

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

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

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over one year up to and including two years experience is required.

Certifications and Other Requirements:

First Aid/CPR 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.

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.