

Job Title: Security Program Officer

Department: Juvenile Probation Officer
Immediate Supervisor: Community Service Coordinator

BRIEF DESCRIPTION OF THE JOB: Responsible for implementation of various prevention and diversion programs. Conducts case management duties, classes, special youth and family activities and area community service in county.

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) Responsible for co-facilities community service activities by transporting assigned juveniles to work sites, community service activities, and to home if necessary. Formulate all post service documentation. | 25% | M |
| 2) Facilitate Community Prevention classes by receiving and scheduling request for community prevention classes and facilitate classes. | 25% | L |
| 3) Assist in Operation Outreach program by facilitating, preparing and mailing releases, documents to parents for signatures, receiving and processing documents, and rosters returned for the attendees. Coordinates with accommodating facility for the scheduled trip and handles transporting all attendees. Monitor attendees while they complete the program. Formulate all post service documentation. | 20% | L |
| 4) Responsible for teaching and facilitating by preparing outline and obtain materials by reproduction or duplication, go to location and set-up for classes by moving furniture or audio visual equipment into place to be used. Facilitate classes and complete documentation for students and parents. | 20% | M |
| 5) Handles aftercare case management by making contact with probation officers, families and juvenile to schedule intake and initial scheduling. Oversees staff intake coordination and follow up, schedules all appointments to meet staff and family objectives and conducts case plan by keeping progress reports. All documentation concerning the juveniles needs returning into mainstream community, school, work and medical needs. | 10% | L |

Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary _____ 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 | Instructing classes |
| Sitting | O | Computer, writing, reading |
| Walking | R | Short distances in coordinating |
| Lifting | R | Supplies, materials |
| Carrying | R | Training materials |
| Pulling | N | |
| Pushing | N | |
| Using Fine Dexterity | O | Instructing, computer |
| Reaching | N | |
| Kneeling | N | |
| Crawling | N | |
| Twisting | N | |
| Climbing | N | |
| Balancing | N | |
| Seeing | C | Instructing, computer, process observation, juveniles, parents |
| Hearing | F | Juveniles, parents, staff |
| Talking | F | Juveniles, parents, staff, coordinating classes |
| Using Foot Controls | O | Driving |

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Machines, Tools, Equipment and Work Aids:

Computer and related software, video tapes, television, overhead projectors

Environmental Factors:

Exposure to and frequency:

N = Never D=Daily S=Seasonal W=Several Times Per Week Y= Yearly 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(S) | | | | | |
|---------------------------------|---|-----------|---|-------------------|---|
| Office Environment | X | Warehouse | | Shop | |
| Vehicle | X | Outdoors | X | Other: Classrooms | X |

Protective Equipment Required:

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely C=Continuously N=Never

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

JOB REQUIREMENTS

Formal Education:

Requires a High school diploma or equivalent and a two year associate degree or equivalent to degree area.

Experience:

Requires at least six months experience and prefers one year experience as a Security program officer.

Certifications and Other Requirements:

Texas Drivers License Passenger Automobile

Supervisory:

Interns (1-2)

Supervision:

Work requires occasionally directing helpers, assistants, seasonal employees, interns, or temporary employees.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments 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 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 analysis and its attachments and find it to be an accurate description of the demands 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 job. This job description is subject to modification as the needs and requirements of the organization change.