



# Karnes County Job Description

## Juvenile Probation Officer

|                    |                                  |                      |            |
|--------------------|----------------------------------|----------------------|------------|
| Department         | Juvenile Probation               | FLSA Status          | Non-Exempt |
| Reports To         | Chief Juvenile Probation Officer | EEO Classification   |            |
| Salary             |                                  | Date Approved        |            |
| Employee Signature |                                  | Supervisor Signature |            |

### Position Summary

Juvenile Probation Officer: To service the Karnes/Wilson Juvenile Probation Department in the capacity, role, and responsibility of a Juvenile Probation Officer as set forth by the standards of the Texas Juvenile Justice Department and Juvenile Boards of Karnes and Wilson Counties.

### Working Conditions

- Salary is commensurate with agency's funding status plus fringe benefits
- Position is considered full time year-round. Position does earn vacation and PTO. Holidays are observed in accordance with the county
- Position requires flexibility
- Office based in Wilson County.

## ESSENTIAL FUNCTIONS

### Job Function

#### Responsibilities:

- Complete all steps necessary to supervise a juvenile offender in accordance to TJJD standards such as, but not limited to intake, recommendations to the court, supervision of probation conditions.
- Supervise juveniles in accordance to conditions set forth and report to the appropriate authorities any deficiency.
- Prepare and perform necessary court duties in representation of the Juvenile Probation Department.
- Refer Juveniles and/or family members to the necessary services as found appropriate through investigation and supervision of the family.
- Uphold positive public relations.
- Practice positive office morale, communicate with co-workers, and assist co-workers as needed.
- Abide by and practice TJJD Code of Ethics.
- Be available and perform on call duties on behalf of the Juvenile Probation Department.
- Complete all necessary home visits prior to supervision.
- Perform curfew checks on juvenile as needed and have parent sign documentation of your presence.
- Participate and cooperate with in-house Department programs.
- Assume other duties and responsibilities designated by the Chief and/or Designee.



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## QUALIFICATIONS

| Education                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Experience                                                                                                                                                                                                                                                                                                                                                     | License & Certification                                                                                                                                                                                                                                                                               | Testing                                                                                                                | Other                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Acquired a bachelor's degree to meet the guidelines for Juvenile Probation Officer Certification. Degree in Criminal Justice or related Social Services Field. Degree must be from an accredited college or university; or</li> <li>One year of graduate study in criminology, corrections, counseling, social work, psychology, sociology, or other field of instruction approved by the commission: or</li> </ul> | <ul style="list-style-type: none"> <li>One year of experience in full-time casework, counseling, or community or group work: In a social service, community, corrections or juvenile agency that deals with offenders or disadvantaged persons; and as the Commission determines provides the kind of experience necessary to meet the requirement.</li> </ul> | <ul style="list-style-type: none"> <li>Certified Juvenile Probation Officer</li> <li>Valid driver's license</li> <li>Position requires the employee be insurable, have reliable transportation, and have a valid driver's license. Personal vehicle may be used with mileage reimbursement</li> </ul> | <ul style="list-style-type: none"> <li>Good moral character with clear background check.</li> <li>Drug Test</li> </ul> | <ul style="list-style-type: none"> <li>Must be adaptable to change</li> <li>Must be able to concisely and clearly document</li> <li>Bilingual ability (Spanish and English) with the ability to converse fluently in both languages is preferred, but not required</li> </ul> |

### Special (Additional) Notes

#### Experience/Skills/Knowledge:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of populations in a diverse community
- Knowledge of community agencies and resources
- Skill in use of personal computers and related software applications, including Microsoft Office and e-mail
- Good communication skills, such as listening well and using language appropriately
- Collaborate effectively with community partners throughout service delivery area

#### Physical Requirements:

- Available to work flexible schedule which may include some nights and/or weekends
- Position could require long hours of standing or sitting at a computer workstation or driving
- Must be able to lift at least 10lbs and be able to set up tables, chairs, and pop canopies for events in addition to moving equipment needed for specific job assignments