

Juvenile Probation Officer III/ Prevention and Intervention Officer

Department: Hill County Juvenile Probation Department

Salary: Commensurate with Experience

Job Summary

The position is a non-exempt position that performs professional correction work supervising juveniles assigned the juvenile probation department. This position includes the oversight of the Truancy Prevention and Intervention Program for the department. Work involves investigation truancy referrals referred by the school districts in Hill County and determining if future action or intervention is warranted.

ESSENTIAL JOB FUNCTIONS

- Investigate truancy referrals and enforce truancy laws
- File complaints on student and/or parent guardian for truancy law violations
- Present information to local school districts regarding truancy laws
- Acts as a liaison between the school districts, county attorney's office, juvenile probation department and justice of the peace court
- Supervise and monitor assign caseload to ensure compliance with court order and maintain client files and records consistent with policy and procedure.
- Complete recommendations based on investigation of the circumstances of a case, for court for sentencing, and disposition of client.
- Complete social histories and preliminary investigation as ordered by the court.
- Transport juveniles to and from detention and other locations as deemed necessary.
- Perform office visits, home visits, school visits, and curfew checks.
- Complete all necessary paperwork for Texas Juvenile Justice Department (TJJD) standards, including but not limited to the MAYSI-2 and case plans.
- Testify in court proceedings.
- Maintain verbal and physical control of juveniles in custody.
- Assist with Juvenile Justice Alternative Education Program as directed.
- Perform drug tests on juveniles.
- Answer telephones, direct calls and take messages as needed.
- Cross train positions in office and be prepared to perform other duties as assigned.
- Participate in required training to maintain certification.
- Available for on call rotation
- Regular and punctual attendance is required.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- At least 21 years of age at the date of hire.
- Bachelor's degree in criminal justice, behavioral science, or related field
- One year of experience preferred, but not required, as juvenile probation officer or comparable position.

Special Qualifications:

- Must possess and maintain a valid Texas Driver License.
- Must possess and maintain a valid Texas Liability Insurance at all times.
- Must be bondable.
- Must be able to become certified Juvenile Probation Officer.

Knowledge, Skills, and Abilities:

- Ability to make independent judgments and adopt quick, effective, and responsible courses of action at any time.
- Ability to prepare clear and comprehensive reports.
- Ability to establish and maintain cooperative relationships with those contacted during the course of work.
- Ability to possess and maintain a cooperative and positive attitude.
- Ability to use computer systems necessary to perform duties.

PHYSICAL DEMANDS

The work is medium work involving lifting no more than 25 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. Additionally, the following physical abilities are required:

- While performing the duties of this position, the JPO is required to sit, stand, write, type, bend, walk, lift, drive and physically restrain youth as set out in the restraint section of TJJD guidelines.
- Require one or more of the following: prolonged sitting, standing, walking, running, ascending, and descending of both interior and exterior stairs.
- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry.
- Specific vision required by this position includes up close and distance.
- Must be able to perform defense tactics against individuals.
- Frequent contact with hostile/combatative people.

WORK ENVIRONMENT

Work is primarily performed in an office setting with some tasks taking place outdoors.

- Must be able to perform the essential functions of this position without posing a direct threat to the health or safety of themselves or others.
- Must be able to work with general public
- Must tolerate exposure to odors, fragrances and scents while working with the general public.
- Must be able to work overtime on occasion to include evenings and weekends including on-call status as scheduled for increments of one week which entails availability 24 hours a day, transport of juveniles before, during and after business hours, training after, before or during business hours, or any other times as needed.
- Require to dress professionally daily.