

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

**Job Title:** Juvenile Probation Officer  
**Department:** Juvenile Probation  
**Reports To:** Juvenile Casework Supervisor  
**Salary:** \$17.2596/hour  
**Application Deadline:** Open Until Filled

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Screens juveniles in period immediately following referral to Juvenile Probation Department by courts, law enforcement agencies, or other sources to determine most appropriate handling of individual cases; conducts investigations of referral's past delinquency record, school, attendance, home environment, mental stability, and general attitude; conducts pre-court investigations of juvenile offenders; compiles results and prepares written reports for the Court, administrators, and other designated persons; receives and sets up newly assigned cases; develops supervision plans in accordance with established techniques and standards in order to effect rehabilitation and deter criminal behavior of juvenile offenders; supervises assigned cases administratively; monitors each case to ensure compliance with rules of probation; reports any violations of probation; conducts scheduled office visits; makes telephone contacts; makes home visits, school, placement, and other field visits as required; transports and escorts clients as required; counsels assigned juvenile offenders, parents and other family members; assists with instruction of sex offender group, or other group counseling; makes referrals to treatment centers and/or community resource agencies as appropriate; contacts local school districts, law enforcement agencies, other agencies if required; maintains current files on all assigned cases; documents all contact relevant to probationers; records information in chronos; compiles data and statistics; prepares reports, case records, other documents, closing and transfer summaries, curfew checks, etc.; compiles and analyzes results of pre-court investigations and prepares reports for the court, administrators and other designated persons; makes recommendations regarding release or further legal action, including possible confinement; testifies in court and participates in Detention Hearings; transports and/or escorts juvenile and family to court and for other services as required; attends and participates in staff meetings; attends training sessions, educational seminars, and workshops; fulfills continuing education requirements; makes educational and/or instructional presentations to various groups; performs other public relations activities as assigned. Regular and predictable attendance is an essential function of this position.

**Other Job Functions:** Performs other job-related duties as directed.

**NOTE:** The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

**Equipment Used:** Personal computer/mainframe computer terminal; copy machine; other general office equipment as needed; vehicle.

**JOB REQUIREMENTS**

**Education & Experience:** Bachelor's Degree in behavioral sciences, sociology, criminal justice or related field approved by the Texas Juvenile Probation Commission; one year (24 hours) of graduate work in approved field of instruction - or - one year of experience in full-time casework, counseling, community or group work in an approved social service, community, corrections, or juvenile agency that deals with offenders or disadvantaged persons.

**Specialized Requirements:** Certification by Texas Juvenile Justice Department; Valid Texas Driver's License.

**Skills and Abilities:** Strong verbal and written communication skills; typing skills; computer skills; excellent interpersonal skills in order to interact and cooperate with co-workers, deal effectively with juvenile offenders and their families, law enforcement agencies, District Attorney's Office, defense attorneys, court personnel, treatment centers, community resource agencies, school officials, and the general public; counseling skills; leadership ability; problem solving skills.

**WORK SITUATIONS/DEMANDS/EFFORT:** Work requires organizing; prioritizing; accuracy; attention to detail; working alone and as part of a group; flexibility in order to perform and coordinate a variety of duties; performing routine, repetitive duties; dealing with frequent deadlines; working in a stressful environment; driving a vehicle; dealing with juvenile criminal offenders, including possible restraint of out-of-control youth; transporting juveniles; dealing with hazards of performing field work in high crime areas; occasional out-of-town travel to attend educational seminars and training sessions.

**WORKING CONDITIONS:** Work is performed primarily in a climate-controlled private office environment. While performing fieldwork, employee may be subject to adverse weather and environmental conditions, physical and safety hazards while working in high crime areas, transporting or escorting juvenile offenders, driving in traffic. Must be available to work 8-hour days, Monday through Friday, overtime when necessary.

**PHYSICAL REQUIREMENTS:** Office duties are primarily sedentary but require walking; job duties also include transporting and escorting juvenile offenders to the Detention Center, court, hospital, etc. and may include having to restrain out-of-control youth. Home visits and other fieldwork require driving a vehicle, walking and potential exposure to criminal activities requiring appropriate precautions.

**Apply at: Human Resources Department  
Jefferson County Courthouse, Annex 1 Building**

1225 Pearl St., Suite 201, Beaumont, TX 77701

(409) 839-2391

Fax: (409) 839-2399

E-mail resumes and/or signed applications to: [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us)

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.