

JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY

Job Title:	Juvenile Probation Officer/Community Service Specialist
Department:	Juvenile Probation
Reports To:	Associate Director of Probation & Detention Services
Salary:	\$22.50/hour, or greater depending on qualifications
Application Deadline:	Open Until Filled

Summary: Recruits, screens and coordinates Community Service work sites for juvenile offenders and investigates, supervises, and counsels juvenile criminal offenders.

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Initiates contracts with work sites and maintains positive working relations. Coordinates with juvenile probation officer clients needing Community Service hours, the client's progress in obtaining hours, and any problems which may occur at work sites. Recruits work sites and discusses individual and agency expectations with each work place. Gathers required basic information such as agency name, address, phone, contact person, number of probation clients able to work at site, days and hours work is available, acceptable ages for work, any special considerations, and a description of job duties. Maintains bi-monthly contact with work sites. Maintains an on-going list of clients needing Community Service hours. Meets with clients and parents to explain details and expectations of work assignments. Reports monthly to each individual probation officer on client's progress and completion of hours through written work logs. Ensures that all work sites are hazard-free environment. Clients shall not operate power tools/equipment. Clients shall not use or have access to toxic chemicals. Clients will receive periodic supervision by an adult as needed. 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; 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; 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; motor vehicle; field work tools - hoe, shovel, etc.

JOB REQUIREMENTS

Education & Experience: Bachelor's Degree in behavioral sciences, sociology, criminal justice, or related field approved by the Texas Juvenile Justice Department; one year experience in full-time casework, counseling preferred.

Knowledge, Skills & 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.

Specialized Requirements: Must have valid Texas Drivers License; must have own automobile with liability insurance with medical coverage for any passengers.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; prioritizing; accuracy and 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. Employee works independently; solves problems; may interpret and apply policies and guidelines.

WORKING CONDITIONS: Work is performed partially in a climate-controlled private office environment and partially in fieldwork. 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 hours a day, Tuesday through Saturday, overtime when necessary, or 8 hours a day for five days including the weekend.

PHYSICAL REQUIREMENTS: Office duties are partially sedentary but require frequent walking to deliver/retrieve files and paperwork, make copies, etc. Fieldwork will partially require lifting and use of tools to carry out Community Service field projects. Home visits and other fieldwork require driving a vehicle, walking, and potential exposure to criminal activities; appropriate precautions must be observed.

Apply at: Human Resources Department

Jefferson County Courthouse, 1225 Pearl St. Suite 201, Beaumont, TX 77701

Phone: (409) 839-2391

Fax: (409) 839-2399

E-mail APPLICATION/RESUME to: hrdept@jeffcotx.us

Application may be found @ <https://co.jefferson.tx.us/Careers>

Please use Microsoft Word or PDF when submitting applications.

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status (disabled), genetic information, sexual orientation, gender identity or expression, or political affiliation 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.