

(Revised 1/12/17)

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Senior Office Specialist
Department: Juvenile Probation
Reports To: Juvenile Casework Manager
Salary: \$13.8875/hr or greater depending on qualifications
Application Deadline: Open Until Filled

Summary: Assists Probation Office with the supervision of hard core juvenile offenders.

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Assist with monitoring cases to ensure compliance with rules of probation; conducts scheduled office visits and makes telephone contacts; makes home, school and placement field visits; makes weekly curfew check field visits; provides transportation and escorts clients to school, office, court, home, placement, etc.; counsels with juvenile offenders, parents and/or guardians and other family members; assists with available community resources; handles paperwork and correspondence with schools, law enforcement agencies and others; attends and participates in staff meetings, training sessions, educational seminars and workshops; assists with bank deposits. 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 (preferred) or equivalent training and experience in behavioral sciences, sociology, criminal justice or related field.

Specialized Requirements: Valid Texas Drivers License

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, court personnel, treatment and community resource agencies, school officials, and the general public; knowledge of basic principles and techniques of social casework; effective counseling skills.

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; working in a stressful environment; dealing with juvenile criminal offenders, including possible restraint of out-of-control youth; driving a vehicle; transporting juveniles; dealing with hazards of performing field work in high-crime areas; irregular hours and/or shift work; occasional out-of-town travel to make placement visits and to attend educational seminars and training sessions.

Working Conditions: Work is performed away from the office and in a vehicle more than 50 percent of the time; while performing field work, 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. Office duties are performed in a climate controlled private office environment.

Physical Requirements: Office duties are primarily sedentary but require frequent walking to deliver/retrieve files and paperwork, make copies, etc.. Job duties also require transporting and escorting juveniles and may include having to restrain out-of-control youth. Home visits, curfew checks and other field work require driving a vehicle and walking, often in high crime areas with 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
(409) 839-2391**

**E-mail resume to: hrdept@co.jefferson.tx.us
Please use Microsoft Word when submitting resumes.**

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.

January 13, 2017