



JOB DESCRIPTION

JOB TITLE: Chief Deputy Juvenile Probation Officer

JOB CODE: 1500

DEPARTMENT: District Courts/Juvenile Probation

FLSA STATUS: Exempt

REPORTS TO: Chief Juvenile Probation Officer

SUMMARY OF JOB PURPOSE

Plans, organizes, directs, and coordinates the investigation and field supervision program of the Juvenile Probation Department; serves as the supervisor and manages assigned caseload of juvenile probation offenders.

ESSENTIAL FUNCTIONS

1. Supervises the organization of juvenile probation services in the Juvenile Probation Department; evaluates operations against departmental standards of performance; advises Chief Juvenile Probation Officer of findings, and recommends and/or institutes corrective action where necessary.
2. Supervises, trains and coaches staff; develops staff skills, prioritizes and reviews the work to assure the work quality and the timely accomplishment of assigned duties and responsibilities; counsels, coaches and instructs employees; assists with the hiring, promoting of staff, disciplining employees, and preparing performance evaluations.
3. Assigns new juvenile probation cases for supervision to the Juvenile Probation Officers based upon an analysis of the existing caseload for each officer, the types of problems presented by the case, and the capabilities of the officer; monitors the disposition recommendations made by Juvenile Probation Officers, to ensure the recommendation fits the crime and the behavior pattern of the juvenile offender.
4. Evaluates the quality and quantity of supervision services delivered by Juvenile Probation Officers, by making regular and frequent inspections of their work in the field, reviewing reports completed by the officers, and reviewing case files; generates a monthly performance report for the Chief Juvenile Probation Officer regarding the work activities and workload of the Juvenile Probation Department.
5. Establishes and maintains a productive working relationship with local and state law enforcement agencies, judges, casino security staff, juvenile counselors and rehabilitative staff, the Chief Juvenile Probation Officer and community leaders in developing resources as well as interpreting departmental goals and objectives, and resolving correctional problems.
6. Makes investigations of alleged probation violators; arrests or causes arrest of violators; and impounds evidence including confiscation of weapons and contraband. Prepares and serves statements of charges and warrants; presents violation and other type of reports with recommendations as to final disposition; and testifies as a witness at preliminary and revocation hearings before Juvenile Court.
7. Supervises a caseload of juvenile criminal offenders; assesses the client's needs and develops and implements treatment plans designed to achieve rehabilitation and to bring about desired behavioral changes. Advises parents, school authorities and Juvenile Court Judges regarding the

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progress and needs of probationers; counsels and guides probationers; and refers probationers or their parents to various treatment agencies as necessary for help. Makes recommendations for dismissal of cases when satisfactory adjustment has been made or for revocation of probation or other disposition in cases failing to adjust properly.

8. Periodically visits juvenile probationer's homes, places of employment, and/or school to verify that offenders are complying with the legal requirements of probation.
9. Investigates background and criminal records of juveniles convicted of a crime; prepares and presents comprehensive investigation reports to courts with recommendations for either probation, commitment to a juvenile institution or other disposition; and appears in court at time of sentencing.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Education, Psychology, Social Services, Criminal Justice, or other closely related field, and six (6) year's professional experience in juvenile probation, with at least two (2) of those years in a supervisory capacity; or an equivalent combination of education and/or experience that could provide the required knowledge, skills, and abilities.

Successful completion of a criminal history check, background check, physical and psychological examination is required; must meet all Nevada NRS Section 289 standards for Peace Officers.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community; write speeches and articles for publication which conform to a prescribed style and format; effectively present information to top management, public groups, employees, and/or juveniles.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form; deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of management and personnel administration methods, techniques and policies; State of Nevada Revised Statutes, and applicable Federal rules and regulations; modern principles of juvenile

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probation programs and related court procedures; community resources and law enforcement and justice services programs; County policies and procedures.

Ability to plan and organize a program of juvenile criminal offender probation supervision, treatment and rehabilitation; use initiative and independent judgment within established procedural guidelines; establish and maintain cooperative working relationships with other criminal justice agencies; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under emergency situations; setting priorities, planning, assigning, training and supervising the work of others; establishing and maintaining effective working relations with co-workers and those contacted during the course of work.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; current Basic Peace Officers Standards & Training (POST) certification; current CPR and First Aid certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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