



JOB DESCRIPTION

JOB TITLE: Chief Juvenile Probation Officer

JOB CODE: 1530

DEPARTMENT: District Courts/Juvenile Probation

FLSA STATUS: Exempt

REPORTS TO: District Court Judge

SUMMARY OF JOB PURPOSE

Plans, organizes and manages the activities of the Juvenile Probation Department and staff related to detention, intervention, and probation/court services; assures compliance of department activities with Nevada Revised Statutes, other state and Federal laws, and County policies and procedures.

ESSENTIAL FUNCTIONS

1. Plans, organizes and manages the varied activities of Juvenile Probation and Youth Detention; anticipates problems and pursues solutions; evaluates and analyzes issues, and recommends and implements solutions to reduce juvenile crime in the community and improve measurable outcomes in the department; monitors and reviews trends and legislation in Juvenile Probation issues; recommends operational, procedural and policy improvements.
2. Effectively manages department personnel by evaluating and analyzing department issues, and recommending and implementing solutions; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
3. Develops, evaluates and implements department goals, objectives, policies and procedures; assures departmental activities are in compliance with all laws, policies, regulations, timelines and goals; meets regularly with department staff to discuss and resolve workload and technical issues; develops plans and policies for meeting department needs, considering risk levels, legal mandate, and current and future costs; informs the District Judge of the Ninth District Court of department needs and issues.
4. Plans and develops service programs which help protect the community, prevent delinquency, reduce recidivism, keep youth in school, and build competency in the youth involved in department programs; responds to requests for information; provides technical information to other participants in the Juvenile Probation system; identifies and researches technical issues, and recommends solutions.
5. Develops and administers department budget and authorizes expenditures; prepares special and recurring reports; recommends and implements changes to existing policies; develops financial strategies and alternatives for projects.
6. Researches and identifies grant program update opportunities that meet juvenile program needs and plans; manages grant programs according to procedures; communicates and coordinates with Federal agencies in acquiring and properly applying grants for program improvements; prepares grant proposals.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Chief Juvenile Probation Officer

- Promotes acceptance of departmental goals and objectives through personal contact and written communication with judges, cooperating agencies and the community; prepares and delivers prevention of juvenile delinquency and the rehabilitation of juvenile criminal offenders; participates in meetings with government officials, state and regional agencies, and community groups; provides advice and assistance to the District Court Judge.

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 seven (7) year's of professional experience in youth services or law enforcement, such as a Juvenile Probation Officer, with three (3) of those year's in a supervisory capacity; or an equivalent combination of education and/or experience that could provide for 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 customers, regulatory agencies, or members of the business community; write speeches and articles for publication that 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 and 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; techniques and practices for effective, efficient and cost effective management of allocated resources; modern principles of juvenile probation programs and related court procedures; juvenile probation program planning principles; community resources and law enforcement and justice services programs; research methods for grant funded programs and grant management procedures; County policies and procedures.

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Ability to plan and organize a program of juvenile criminal offender probation supervision, treatment and rehabilitation; plan a long-range probation program to accomplish established goals and optimize efficiency; 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 Peace Officers Standards & Training (POST) Category II 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 40 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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