



JOB DESCRIPTION

JOB TITLE: Juvenile Probation Officer

JOB CODE: 2400

DEPARTMENT: District Courts/Juvenile Probation

FLSA STATUS: Non-Exempt

REPORTS TO: Chief Deputy Juvenile Probation Officer

SUMMARY OF JOB PURPOSE

Assists in a variety of professional juvenile probation duties in field probation, parole, booking, detention and other programs; assists with investigations, counseling and making recommendations related to juvenile offenders.

ESSENTIAL FUNCTIONS

1. Supervises a case load of juvenile offenders; periodically visits juvenile probationer's home, place of employment and/or school, conducts weapons and contraband searches and drug testing; enforces adherence to court ordered conditions of probation; counsels and advises juvenile and family regarding pertinent personal, social, educational, financial, vocational, and health matters; seeks employment opportunities for juvenile.
2. Assists with investigations of alleged probation violations, investigates referrals with District Attorney's Office, and arrests probation violators; prepares paperwork such as statements of charges and warrants; conducts interviews with juveniles, family members or others to obtain facts in a case and makes recommendations on disposition.
3. May conduct assessments and interviews; works with other staff and agencies in developing treatment plans; teaches and models social skills; applies behavior modification techniques; plans and supervises various programs, such as physical education, work experiences and recreational activities; manages other juvenile programs such as juvenile probationer work program and restitution program; handles all related details for coordinating these programs for specific juveniles.
4. Arrests, detains and transports probationers who have violated court orders; performs a variety of booking and intake duties and makes determinations about formally processing cases through the court system and about requiring secured detention prior to a court hearing.
5. Investigates the background and criminal records of juveniles, and prepares and presents pre-sentencing reports; investigates and processes probation violations and makes recommendations regarding revocation of probation; investigates allegations of child abuse; collects and reviews evidence, and presents findings to the Child Advocacy Committee.
6. Maintains a variety of records and case files; writes reports, statements, legal documents, correspondence and other written materials; maintains case files for juveniles under supervision including all contacts, pre-sentencing reports, probation agreements, arrest records, school reports, counseling reports, etc.; presents reports to various courts, officials and agencies.
7. Identifies and develops community resources and support programs; maintains communication and liaison with law enforcement, court, social service and community resource personnel and agencies; participates in delinquency prevention activities such as speaking engagements, training sessions or working with youth groups.

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.



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8. Provides 24 hour on-call support to the Douglas County Sheriff's Department regarding any and all juvenile matters by deciding on detainment issues, community safety concerns, or any necessary referrals in regards to the safety of the juvenile in accordance with Chapter 62 of the Nevada Revised Statutes.

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 Criminal Justice, Social Work, Sociology, Psychology, or other closely related field; or High School Diploma, or equivalent, and four (4) years of professional youth counseling and/or law enforcement experience; or an equivalent combination of education and 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 general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, juveniles, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts, such as discounts, interest, proportion, percentage, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Nevada Revised Statutes and applicable Federal rules and regulations; modern principles of juvenile 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; establishing and maintaining effective working relations with co-workers and those contacted during the course of work.

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Intermediate proficiency level utilizing Microsoft Office applications including Excel, 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 certifications.

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 50 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. Work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift; may involve personal danger and exposure to hazardous situations; requires physical ability to subdue argumentative individuals; must be able to work during weekdays, weekends, and holidays on any assigned shift; while performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

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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