

## **Waller County Juvenile Probation Officer**

**Opening Date:** July 8, 2019

**Closing Date:** Open position until filled

**Job Type:** Full Time

**Location:** Hempstead, TX

**Department:** Juvenile Probation

### **Job Summary**

Provides supervision and counseling to juvenile clients positioned at various stages within the Juvenile Justice System. Supervises and monitor all aspects of client's case related to conditions of probation, including visits with client's family and other significant contacts. Conducts initial and subsequent interviews with clients to assist in sentencing, explains conditions of probation and assist clients in meeting terms of probation. Documents client behavior for use within the Juvenile Justice System. May supervise specialized caseload of clients.

### **Duties & Responsibilities**

#### **But Not Limited To:**

- Conducts investigations on the background of each case, which included interviewing clients, their families, and other significant contracts, review documentation such as police reports, court transcripts and criminal records and make assessments regarding the nature of the individual's environmental, employment, financial or domestic difficulties as they apply to the case. Makes recommendations for sentencing and disposition of probationer and plans probation plans.
- Supervises and monitors juveniles on probation through regular home, school, and office visits and other needed contacts. Determines the needs of the client and family and develops supervision plans for the client. May supervise specialize case load.
- Assures client's understanding of obligations with respect to conditions of the court's order and monitors compliance with the terms and condition of probation. Addresses violations of court orders by taking appropriate actions. Coordinates case management with representatives of criminal justice and social service agencies.
- Provides individual and crisis intervention counseling as required.
- Assist clients with various referrals, including, but not limited to, counseling, treatment and job referrals. Verifies attendance and completion of drug and alcohol counseling, mental health, and any other court ordered programs.

- Prepares written assessments, and recommendations to the court concerning alternative forms of sentencing, treatment, custody release, supervision of sentence, release into treatment facilities, out of custody probation supervision, and compliance and progress during probation.
- Develops clients placement plans, including completing placement applications, purchasing clothing, obtaining medical and psychological reports, and maintaining contacts with clients in placement.
- Appears and testifies in court, conducts urinalysis, report and executes affidavit to apprehend, obtains consents and other required paperwork.
- Maintains clients files and reports consistent with laws and policies.
- Performs other job related duties as assigned.

**Minimum Requirements:**

**Education and Experience:**

Bachelor's degree (B.A. or B.S.) in a behavior science, Criminal Justice or a directly related field from four-year college or university; and one or more years of experience (Juvenile Probation experience preferred) or one year of graduate study in a behavior science field in accordance with Section 75.042 of the Texas Human Resources Code and Texas Juvenile Probation Standards year of experience or one year of graduate study in a related field. Must meet all TJJJ required standards for employment.

**Certifications:**

- Must be at least 21 years of age.
- Certification as a Juvenile Probation Officer or Eligible for certification within six (6) months of date of hire.
- Valid Texas Drivers' License.

**Knowledge, Skills and Abilities:**

- Supervisory principles, practices and techniques
- Policies, procedures, practices and legal terminology related to court system
- Federal, State, Local and county applicable Laws, Rules, Regulations, Guidelines and applicable Juvenile System Standards and procedures.
- Psychological concepts of good behavior, social adjustment and emotional stability
- Standard counseling techniques
- Safety and security techniques and standards
- Computer skills to include word processing, spreadsheets, databases and variety of software packages
- May be required to develop knowledge of and adhere to Federal and State laws requiring the confidential handling of certain health information.

**Skill In:**

- Monitoring and responding to client behavior
- Problem solving and decision making
- Interviewing clients
- Both verbal and written communication

**Ability to:**

- Gather, analyze and evaluate facts to conduct investigations and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgements and decisions.
- Work effectively and courteously under stressful circumstances
- Deal effectively with mentally disturbed hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities
- Conduct investigations and report results clearly, accurately and impartially.
- Perform in a stressful environment while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, representative of outside agencies, other court employees and officials, representative of the Juvenile Justice System and the General Public.

**Environment & Other Information:**

- Physical requirements include the ability to lift/carry up to 50-100 pounds;
- Visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, walking, sitting climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion and squatting to perform essential functions.

SUBJECT TO CONTACT WITH COMMUNABLE DISEASES, FOUL ODORS, ETC.