

**WALLER COUNTY
JUVENILE PROBATION DEPARTMENT**

JOB TITLE: Data Coordinator/Administrator Office Manger
(Juvenile Probation Officer if eligible for certification)

STARTING SALARY: Open

BASIC RESPONSIBILITIES:

Under the supervision of the Supervisor of Intake Services, the JPO (Intake) performs moderately complex social service work in interviewing and counseling, aids juvenile offenders and their families in development and rehabilitation, and analyzes and screens all cases referred to the Juvenile Department. Under the supervision of the Supervisor of Field Services, the JPO (Field) performs moderately complex social service work in providing probationary supervision and counseling to juveniles directed by the Court. These positions are combined.

Data Coordinator--A person employed by a juvenile probation department who is designated to serve and function as the primary contact with TJJD on all matters relating to data collection and reporting. **Administrator Assistant**- Provides administrative assistance and support to the department as assigned and completes duties and responsibilities consistent with reception, data entry, and assistance to the Probation Department. Provides direct support to the Chief Juvenile Probation Officer in the preparation and management of divisional budgets.

DEPARTMENT COORDINATOR JOB DISCRIPTION

Summary

Coordinates activities of the department. Performs administrative and secretarial duties for the Chief Juvenile Probation Officer and two Juvenile Probation Officers within the office setting. Appointed as the Victim's Right's Coordinator for the juvenile department, Caseworker 5 Computer Administrator and Data Coordinator.

Responsibilities and Duties

1. Serves as Office Administrator/JCMS Administrator, Data Coordinator and Juvenile Crime Victim's Coordinator.
 - a. Opens office daily, performs receptionist duties and keeps office orderly.
 - b. Intercepts incoming phone calls, assist or direct as needed, return phone calls for Supervisor and Officers.
 - c. Opens and sorts mail daily, make copies of bills.
 - d. Prepares and mails outgoing letters, memo's etc.
 - e. Schedules meetings, prepares appointment slips/referral letters.
 - f. Orders office supplies, printing materials, etc.
 - g. Updates chronological in case files as needed.
 - h. Keeps computer updated and copy and fax machine in operating condition.
 - i. Completes miscellaneous surveys and questionnaires.
 - j. Attends staff seminars and Data Coordinator conferences.
 - k. Attends Texas Juvenile Probation Commission training and updates for Computer Programming.
 - l. Attends Texas Department of Public Safety training/updates for TRN's.

- m. Attends Juvenile Victims Right's training/updates.
 - n. Review Monthly Combined Statement of Receipts and Disbursements.
 - o. Attends to any duties requested by Chief Probation Officer and department officers.
2. Keeps office records updated and files incoming correspondence.
- a. Prepares Intake folders for officers.
 - b. Prepares documentation for records.
 - c. Collects and maintains records of fines, fees and restitution paid by juveniles.
 - d. Notary Public/prepare expense forms.
 - e. Completes time sheets with supervisor's signature and sends copies to Auditor's office.
 - f. Maintains accurate records of training hours attended for staff.
 - g. Keeps referral journal updated.
 - h. Removes juveniles files age 21 and older and put in storage.
 - i. Assists officers with Electronic Monitor hook-ups as needed.
 - j. Completes records or TRN sheets for Department of Public Safety.
 - k. Maintains records for juvenile victims/request restitution for payment to victim.
3. Prepares all Statistical Reports and Annual Departmental Budgets.
- a. Prepares TJPC Program Summary Report
 - b. Prepares TJPC bi-annual report.
 - c. Prepares Purchase of Juvenile Service bi-annual report.
4. Coordinates with Supervisor in scheduling Juvenile Board Meetings.
- a. Organizes Juvenile Board agenda.
 - b. Prepares probation status report for meeting.
 - c. Prepares Juvenile Board minutes.
 - d. Makes necessary changes/additions in policy manuals.
 - e. Attends Juvenile Board meeting when requested.
5. Coordinates with Supervisor and County Auditor for required TJPC Monitor Audits and State Fiscal Audit.
- a. Prepares materials for Monitor review.
 - b. Prepares materials for CPA review and inspection.
 - c. Completes monitor questionnaire.

ESSENTIAL DUTIES

- Provides direct assistance to the Chief Juvenile Probation Officer in all budget matters;
- Prepares and coordinates the preparation of the final budget for approval by the Juvenile Board;
- Provides timely review, evaluation, assessment and projection of departmental fiscal areas of responsibility;
- Ensures departmental compliance with all fiscal standards, policies and procedures promulgated by the Federal, State or County government;
- Maintains accurate, transparent and redundant fiscal policies and procedures;
- Manages fiscal records and complies with record retention policies and procedures;
- Manages and maintains all active and non-active files on each departmental contract and MOUs in compliance with Department, County, State and Federal guidelines;
- Produce contracts and associated document packages for use of the department's detention facility,

manage signature process for department signatories, manage records of contract approval by Juvenile Board and maintain contract files;

- Produce contracts to acquire medical and psychological services with the department for juveniles in receipt of court-ordered treatment and maintain contract files;
- Receive contracts for placement services, manage signature process for department's signatories, manage records of contract approval by Juvenile Board and maintain contract files;
- Monitor Placement Contracts biannually, and completes a Private Service Provider Contractual Monitoring and Evaluation Report each monitoring period to be maintained in the contract management file.
- Manages and maintains all Policies and Procedures along with all department job descriptions that have been approved by the Juvenile Board. Prepare any revisions at the direction of Chief Juvenile Probation Officer, to be presented to the Juvenile Board;

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- Assist in the facilitation, preparation, and set up of Waller County Juvenile Board meetings while maintaining the history and records of the Juvenile Board;
- Prepare and deliver agenda and meeting packets for Juvenile Board meetings; take and transcribe minutes of Juvenile Board meetings; maintain audio, paper and electronic records of same;
- Perform timekeeping duties by collecting, reviewing and turning in all payroll time sheets to the County Treasurer in a timely manner for all department personnel, and complete associated bi-weekly and monthly reports;
- Maintain all department personnel files and update as needed with other county departments;
- Manage payroll administration duties for the department. Submit new employee information to be set up in the payroll system, submit employee change notices, check all employee time and verify it is correct before payroll is submitted. Submit payroll and send payroll review to Chief JPO for approval;
- Prepares accounts payable bills for submission to the Chief Juvenile Probation Office and County Auditor for payment providing appropriate accounting codes and required signature(s) on each original document and maintains a submission log recording the submission of each bill presented for payment;
- Monitors and manages department assets;
- Manages the processing of non-contract purchase order requests through County Auditor's office;
- Manages all supply purchasing for the department;
- Coordinates purchase order requests through the County Auditor's office;
- Monitor on a daily basis all budget line items for both probation and detention to assure compliance with budget constraints;
- Manage and maintain office equipment by following manufacturer instructions and established procedures;
- Monitors the status of all placement program funds;
- Consulted during placement staffing's with regards to the availability of program funds for specific juveniles;
- Maintains an accounting and monthly and yearly reporting of the status of all revenues;
- Accepts, records and deposits juvenile fees;
- Prepares and manages bank deposits, maintains cash drawers and petty cash fund;
- Prepares reports on the collection of accounts receivable, probation fees, and other fees for Treasurer's office, Auditor's office and Chief Juvenile Probation Officer;
- Ensures that all fiscal reports required by the Texas Juvenile Justice Department, other grant-awarding or fund reimbursement agencies, and the County Auditor's and Treasurer's Offices are received, completed and returned in a timely manner;
- Manages personnel travel arrangements, i.e., hotel reservations, course registration submissions, etc. for all personnel and submits all requests for pre-payment checks and requests for advance per diem payments to the county auditor in a timely manner;
- Manages the collecting, reviewing and submitting of all personnel travel and other expense reimbursement documentation to the County Auditor's Office in a timely manner;

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- Serve as primary CJIS operator for the department. Conducts criminal history checks on new hires,

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certified officers, interns and volunteers as requested. Notify Chief Juvenile Probation Officer of any/all changes in a person's criminal history;

- Maintain all personnel, contractor, or volunteer files containing Criminal History Records Information (CHRI). Manages the destruction of files containing CHRI;
- Serve as secondary backup to Office Manager-Probation for department ICIS System;
- Serve as a primary monitor of the FACT subscription;
- Participates in the departments' internal and external audits, monitoring visits to include the annual department monitoring by the Texas Juvenile Justice Department;
- Performs other related tasks as directed by the Chief Juvenile Probation Officer.

Specifications

Qualifications:

Knowledge of Juvenile Law within the Family Code and Penal Code. Knowledge of operation and capabilities of computer, fax machine, calculator, telephone and typing skills. Customer and public relations skills. Caseworker 5 State Program, Department of Public Safety TRN sheets record keeping and Juvenile Victims' Rights. High School Education/Diploma with one year studies at Sam Houston State University.

Personal Contacts:

Juvenile and Adult public. School officials, law enforcement personnel, county officials and employees, families of juvenile offenders/probationers; State Agencies and any agencies involving juvenile clients.

MANAGEMENT INFORMATION SYSTEMS (Data Collection)

Policy: The Waller County Juvenile Probation Department will comply with the data collection requirements of the Texas Juvenile Justice Department by using the Juvenile Case Management System (JCMS) provided by the Texas Juvenile Justice Department (TJJD).

1. The Office Manager/Data Coordinator is responsible for ensuring that the data submitted to TJJD by the local juvenile probation department is accurate, timely, and consistent with TJJD reporting requirements. The data coordinator must have a thorough understanding of TJJD's reporting requirements. The data coordinator must complete training related to data reporting provided by TJJD as required.
2. The Data Coordinator shall ensure that the TJJD EDI Extract is received on or by the applicable due date. The timely reporting of data is monitored in conjunction with Section 341.602 of the Texas Administrative Code. The TJJD EDI Extract data must include all data fields required by the EDI specifications. The Data Coordinator shall forward the EDI Extract electronically on or before the first calendar day of each month following the reporting period, unless the first day of the month falls on a weekend.
3. The juvenile probation department must fill in all applicable data fields for each referral in the department's case management system. The data coordinator runs the Comprehensive Folder Edit report each month (a few days before the end of the month) and emails it to probation staff so they can make the necessary entries or corrections prior to the next submission. Errors detected by TJJD must be corrected prior to the date provided by TJJD.
4. Department users shall be required to obtain a password to JCMS.

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5. JCMS passwords shall be retained by the user.
6. Only support staff has full delete access to JCMS information. Probation officers have delete access to the following screens: Alert, Associates, Family Income, Child Employment, Chronological notes, Behavior Health Services and Treatment.
7. Access to JCMS shall be terminated for people no longer employed by the department.
8. A juvenile's identifying information entered in JCMS shall be consistent with the information documented on the juvenile's birth certificate.

EXAMPLES OF DUTIES:

- Receive incoming juvenile cases, evaluates information and determines appropriate action
- Make decisions concerning the detention of juveniles based on statutory criteria
- Prepare documents for and appears in juvenile court for hearings when necessary and assumes responsibility for transporting detainees to court
- Transport juveniles to medical appointments, psychological tests, diagnostic evaluations, pre-placement visits, etc., as needed
- Serve summons to juvenile offenders and their families
- Provide pre-dispositional services and supervision to juveniles and families
- Perform limited but necessary counseling on assigned cases as needed
- Gather financial status information and makes recommendations to the court regarding assessment of court costs, probation fees and restitution
- Investigate referrals and conducts background investigations from the standpoint of the offense reports, the community, the victim and the offender, and his family and makes recommendations to the court concerning the disposition of a case
- Document all information, contacts and services pertaining to the case
- Write narrative, social histories or other reports as required
- Handle information and referral and crisis counseling on an as needed basis
- Assist co-workers in the performance of their duties when necessary, especially as it pertains to security
- Obtain Urinalysis Samples from juvenile offender and parent/guardian

- Supervise probationers in their home, school, place of employment or the Juvenile Department offices
- Monitor the supervision and treatment provided to probationers by service providers and other juvenile service agencies
- Work with community agencies regarding the supervision and treatment of probationers
- Attend all court hearings relating to assigned cases as needed
- Monitor probationer's adherence to court orders and take appropriate action when orders are violated
- Develop, review and implement case plans/goals for probationers,
- Prepare necessary reports and gather appropriate records for modification and revocation hearings
- Prepare files for court
- Act as a broker by referring and involving probationers and their families in appropriate community services
- Recruit probationers and/or their families for activities sponsored by the Juvenile Department
- Attend and participate in staff meetings and case staffing sessions
- Visit assigned probationers being detained in detention
- Document all information, contacts, and services pertaining to a probationer
- Prepare caseload reports
- Responsible for computer data entry and update
- Assist co-workers in the performance of their duties when necessary, especially as it pertains to security
- Assume responsibility for the transportation of probationers to medical appointments, dental appointments, court appearances, etc.
- Perform other duties as they are assigned

REQUIREMENTS

Training and Experience:

- Possession of a bachelor's degree conferred by a college or university accredited by an accrediting organization recognized by the Coordinating Board, Texas College and University System;

Have either:

- One year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by the commission; or
- One year of experience in full-time casework, counseling, community or group work in a social service, community, correction or juvenile agency that deals with offenders or disadvantaged persons and that is determined by the commission to provide the kind of experience needed to meet this requirement

Special Knowledge, Skills and Abilities:

- Commitment to the department's vision of developing people to their full potential
- Working knowledge of the principles and techniques of social casework
- Working knowledge of federal and state laws, rules, regulations, procedures and techniques involved in the preparation of case records and related documents
- An understanding of human behavioral patterns and ability to apply good judgment to problems of individuals
- Ability to establish and maintain satisfactory working relationships with fellow employees, the general public and other social agencies
- Ability to assess the needs of the individual client, and refer them to and involve them in the appropriate community agency or service
- Ability to make rational, justifiable decisions
- Dedication and flexibility

Additional Requirements:

- Possess a valid Texas Driver's License (if employee is coming to this position from another state, this requirement must be met no later than thirty days following the date of employment)
- Must have a telephone number at which he/she can be reached
- Must have access to a vehicle that can be used while on duty and be able to provide proof of liability insurance on said vehicle
- Must be able to pass a physical ability test

Note: Employees who have received a disciplinary action equal to or greater than a Written Reprimand, in the last 90 days, are not eligible for Promotion or consideration for movement to an Open shift.

Contact: Send all applications and resumes to:
Deputy Director Valerie Angelo
979-826-7691 v.angelo@wallercounty.us

Approved: *Charleston Hardy*
Charleston Hardy
Director

9/3/2025
Date