

**WALLER COUNTY
JUVENILE PROBATION DEPARTMENT**

JOB TITLE: Juvenile Probation Officer/JPO (Intake, Courts, Administration, & Field)

STARTING SALARY:

BASIC RESPONSIBILITIES:

Under the supervision of the Supervisor of Intake Services, the JPO (Intake) performs moderately complex social service work in interviewing and counseling, attending court procedures, 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. Administration/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.

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
- 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.

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;
- 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 departments 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.
- Good computer and organizational skills; ability to complete assigned projects in a timely manner.
- Good verbal and written communication skills; interpersonal skills and ability to deal effectively with the public, other employees and elected officials.
- Minimum 21 years of age.
- Eligible to be Certified Juvenile Probation Officer.
- Require being on call.

CLOSING DATE: Upon filling position

For certain positions requiring certification, state standards shall disqualify an applicant if their criminal history reveals:

- 1) A felony conviction against the laws of this state, another state, or the United States within the past 10 years; a deferred adjudication for a felony against the laws of this state, another state, or the United States within the past 10 years or current felony probation or parole
- 2) A jailable misdemeanor conviction against the laws of this state, another state or the United States within the past 5 years; a deferred adjudication for a jailable misdemeanor against the laws of this state, another state, or the United States within the past 5 years or current misdemeanor probation or parole
- 3) Registered as a sex offender under Chapter 62, Texas Code of Criminal Procedure.

***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.*

Approved: Charleston Hardy
Charleston Hardy
Director/Chief JPO of Waller County Juvenile Probation

5/21/2025
Date