

## Juvenile Probation Department

Number of Positions: 1

Close Date: Until Filled

Salary: DOE

Location: Titus

Contact: Titus County Juvenile Probation

100 W 1st St. Ste 400

Mt. Pleasant, TX 75455

[903-577-6737](tel:903-577-6737)

Brian Clayton or Maribel Campos

Website Address: <http://www.co.titus.tx.us/>

### Job Description

#### Job Posting

The Titus County Juvenile Probation Department is accepting applications for the position of Juvenile Probation Officer.

#### ESSENTIAL JOB FUNCTIONS:

- Supervises juveniles on probation, sets goals with juveniles and helps them reach their goals through supervision case management.
- Conducts Random Home, Field and School Visits on a weekly basis, including some weekends
- Keeps timely chronological and computer entries.
- Receives offense referrals and performs preliminary investigations.
- Prepares social histories.
- Makes appropriate disposition recommendations in all cases.
- Maintains timely personal paperwork to include monthly reports, time sheets, and case tracking.
- Complies with legal requirements to ensure juveniles receive full benefits of due process.
- Maintains contact with parents, attorneys, law enforcement and community agencies.
- Coordinates / participates in all aspects of court hearings.
- Makes appropriate referrals to other agencies.
- Seeks / secures alternative placement for juveniles.
- Transports "at risk" clients.
- Assigned on-call duty on rotating basis.

#### OTHER DUTIES:

Performs other duties as assigned.

#### ESSENTIAL PHYSICAL DEMANDS:

Occasionally restrains out of control clients. Sitting, walking, bending, standing and driving. Ability to pass a pre-employment physical, as well as Pre-employment and random drug screenings.

#### ENVIRONMENTAL FACTORS:

Contact with "at risk" clients. Frequent exposure to sunlight, cool, heat etc. on field visits.

#### EDUCATION ~ SKILLS ~ EXPERIENCE:

Required - bachelor's degree in a behavioral science (i.e. criminology, law, social work, psychology, or sociology or related field approved by the Texas Juvenile Justice Department) from an accredited college or university recognized by the Texas Higher Education Board; eighteen post-graduate credit hours in a behavioral science field may be substituted. Applicant must possess a Valid Texas driver's license and safe driving record. Applicant must be a certified juvenile probation officer when hired or able to obtain certification within six months. Must also have an ability to work with difficult "at risk" clients and their parents. No convictions for criminal offenses other than minor traffic violations.