Job Description: Chief Juvenile Probation Officer

Open until filled **EEOC Category:** Officials Administrators

Pay Group: Unclassified **FLSA**: Exempt

SUMMARY OF POSITION

The Chief Juvenile Probation Officer position requires a thorough knowledge and understanding of the Texas Family Code, Title 3 and the Juvenile Probation Commission Standards for Juvenile Probation Officers. Utilization of professional ethics as specified in those standards is required. The position necessitates frequent contact with the public. The Juvenile Probation Department will run under the guidance and direction of the Chief Juvenile Probation Officer who will oversee the daily operations. The position requires a knowledge of the functions, responsibilities, and authority of the probation department, laws and regulations relating to probation, budget administration, negotiation techniques and methods, management of personnel, and team-building. A substantial knowledge of juvenile behavior is also required. In compliance with the Texas Juvenile Justice Department Standards and the Court policies for the probation program, the Chief Juvenile Probation Officer performs the duties and responsibilities as listed.

SUPERVISION RECEIVED

The Chief Juvenile Probation Officer is appointed by the Juvenile Board of Wood County as the single administrative head of the Juvenile Department. The Chief Juvenile Probation Officer reports to the Juvenile Board of Wood County with the primary point of contact being the Chair of the Wood County Juvenile Board.

SUPERVISION EXERCISED

Personnel within the Juvenile Probation Department. This position may delegate authority as appropriate to facilitate supervision and management within the Juvenile Probation Department.

DUTIES AND RESPONSIBILITIES

To perform this job successfully, the Chief Juvenile Probation Officer must be able to perform each duty satisfactorily. The duties include, but are not exclusively limited to, the following:

- Carries out the orders of the Juvenile Courts and the Wood County Juvenile Board. Directs the supervision of personnel in the establishment and enforcement of verbal and

written policies and procedures implemented by the Board for the professional and ethical operation of the Department.

- Development and/or implementation and enforcement of recruitment, interview, and selection process for Department employees.
- Responsible for any disciplinary actions including, but not limited to: verbal warnings, written reprimands, demotions, suspensions and/or terminations.
- Analyzes and resolves work, personnel, and disciplinary problems prior to involvement of the Juvenile Board.
- Oversees training of personnel and ensures each employee meets the minimum required training hours as required by the Texas Juvenile Justice Department.
- Assigns responsibilities and duties for each Juvenile Probation Department employee in a manner designed to enhance efficient operations and to provide quality services to the juvenile client, the public, the Courts, and other interested parties.
- Supervises probation department staff, assigns duties and responsibilities to staff directly but not be limited to:
- The assignment of juvenile probation cases to the Juvenile Probation Officers in accordance with department policy and procedure;
- Evaluate the quality and quantity of supervision in the following manner: regular and frequent inspections of case files in accordance with standards that include, but are not limited to: the review and approval of reports completed by the Juvenile Probation Officer, reviewing for completion of case plans and scheduled reviews, as well as overall compliance and disposition recommendation;
- Conduct individual monthly caseload reviews and conferences with Juvenile Probation Officers and assist staff in resolving case management issues;
- Assigns tasks, coordinates and supervises front office staff on a daily/weekly/monthly basis for purposes that include, but are not limited to: data entry of referrals, processing data reports, closing out case files, ordering supplies, front office reception, and department correspondence;
- Organizes and directs staff meetings for the purpose of formal case staffing, as well as general department news and discussion of issues common to the group; and
- Ensure that all Juvenile Probation Department personnel are receiving adequate support in order to carry out their duties and responsibilities in an effective and safe manner.
- Certification of and Re-Certification of Juvenile Probation Officers. Responsible for collection and submission of all required documents including, but not limited to: criminal history/fingerprints, verification of appropriate education requirements, training certificates, agendas, and proof of continuing education as required by standards.
- Establishes policies, rules, and procedures for the overall function of the Juvenile Probation Department.
- Maintains a liaison relationship with the Designated Juvenile Court Judge and the Juvenile Board, and heads of related government and other cooperation agencies.

- Maintains conditions conducive to loyalty, enthusiasm, and good morale. This requirement includes the initiation of plans to motivate employees and achieve work goals.
- Prepares and maintains an annual budget in a manner consistent with standard accounting procedures to be approved by the Wood County Juvenile Board and submitted to the Texas Juvenile Justice Department and Commissioners Court.
- Analyzes and resolves work problems and/or assists staff in solving work and case management problems.
- Confers with probation officers and staff both individually and in staff meetings for improvement in investigation, case supervision, and report writing.
- Ensures that the Juvenile Probation Officers have adequate support services in order to carry out their duties and responsibilities in an effective manner.
- Responsible for preparation and submission of grants for funding purposes.
- Approves requisitions for supplies, equipment, and other such items necessary for the proper administration of the department.
- Responsible for ascertaining, planning, and evaluating prevention, intervention and treatment program needs for the juvenile offenders in Wood County.
- Prepare formal reports for funding purposes and accountability reports to administrative boards including monthly and annual reports to the Texas Juvenile Justice Department. Maintains a system of data collection on juvenile probation activities to be used for research and management purposes.
- Sets meetings of the Juvenile Board, prepares agenda and packets for meetings and distributes them to board members, and prepares minutes of the meetings.
- Maintains contracts with residential and non-residential service providers and presents said contracts to the Wood County Juvenile Board for ratification as required.
- Serves as a liaison with other local/state juvenile justice system related agencies, institutions and personnel who serve and assist the youth including: schools, treatment providers, social service agencies, law enforcement, corrections, the courts, and the juvenile board.
- Be available for educational and public relations opportunities.
- Remain on 24-hour on-call duty.
- Keeps advised of changes in juvenile law and provides updates to personnel. Provide probation staff with juvenile law training.
- Participate in court proceedings as needed.
- Perform other duties as assigned and deemed necessary by the Wood County Juvenile Board.
- In office attendance is an essential function of successful job performance.
- Provides the Texas Juvenile Justice Department with annual statistical reports;
- Investigates and conducts hearings, and reports to the Texas Juvenile Justice Department, all violations of the Texas Juvenile Justice Department Code of Ethics.
- Maintain Juvenile Probation Officer Certification including a minimum of 40 hours of Texas Juvenile Justice Department approved training each year and stay informed on relevant new developments and techniques in the criminal justice field.

Note: The above listed duties are illustrative. The duties are not exhaustive and omission of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position and assigned by the Supervisor.

MANDATORY KNOWLEDGE, SKILLS, AND ABILITIES

Education and/or Experience: Bachelor's Degree (B.A. or B.S.) in a behavior science field from a four-year college or university; and seven (7) or more years direct juvenile and/or adult probation experience with a supervisor background preferred. Must have a minimum of three years working directly with juveniles.

Must be at least 21 years of age. Must have no disqualifying criminal history: felony conviction or felony deferred adjudication within the past 10 years, not currently on probation or parole, jailable misdemeanor within past 5 years, registered as a sex offender, must not currently be under any suspension from TJJD. Must never have had any certification revoked.

Knowledge of: management principles and practices; juvenile justice and family law matters; state, federal, and county statutes and laws in addition to other requirements for the operation of juvenile probation programs; budgeting preparation and techniques; automated systems and their application to services programs, EEOC and Fair Labor complaints/investigations, and administering the TJJD Standards.

Skill/Ability to: supervise and motivate clerical, paraprofessional, and professional employees; develop, analyze, and interpret policies and procedures; exercise sound judgment in making administrative decisions involving staff and service activities; manage and review budgets involving multiple revenue sources; establish and maintain effective working relationships with other county employees, officials, judges, community organizations and agencies involved with the criminal justice system; demonstrate proficiency in both oral and written communication; and maintain appropriate necessary certifications.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Probation Officer by the Texas Juvenile Justice Department.

SELECTION PROCESS

Formal application, rating of education and experience, oral interview and reference check.

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

All employment with Wood County shall be considered "at will" employment. No contract of employment shall exist between any individual and Wood County for any duration, either specified or unspecified.

Applications are available online at www.woodcounty.com or can be picked up at the Wood County Human Resource Department. (Resumes may be attached to the application)

Please submit application, resume and (3) references to: a.king@mywoodcounty.com

Not all applicants will be interviewed.