



## **Juvenile Probation Officer**

**Class code:** 207

**Employee Group:** SEIU

**Salary Range:** 23

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### **I. Position Summary**

Under general supervision to perform professional case management in the investigation, assessment, counseling, supervision, and rehabilitation of youth offenders; ensure and report clients' compliance to the Juvenile Court; maintain community safety; to perform related work as required.

### **II. Distinguishing Features**

This classification has little staff supervision responsibility, but incumbents perform a full range of duties, possess functional expertise, and perform specialized duties in a highly independent manner. Training and proficiency in case management, evidence based practices, safety procedures, restorative justice, and in addressing needs of offenders, their families and crime victims in the areas of accountability, competency development and public safety is ongoing and physically/mentally demanding. Some direction is provided after assignment; however, employee has some choice of method and occasionally develops their own methods in the delivery of service.

### **III. Examples of Essential Position Duties**

- Reviews police reports and investigates assigned cases according to policy and direction; conducts comprehensive risk assessments and interviews with offenders, parents, law enforcement officers, court personnel, schools, victims, treatment agencies, etc., to determine facts and appropriate course of action; investigates referrals with District Attorney's Office as needed.
- Prepares detailed court reports, petitions and other legal documents; establishes and maintains accurate and complete offender case files and update as needed according to policy and direction; Enters and retrieves offender information in the Juvenile Justice Information System (JJIS) as established in policy, procedure and standards.
- Formulates and presents oral recommendations to the court regarding detaining/releasing offenders, treatment/compliance issues, and residential or youth correctional facility placements; testifies in court as needed.
- Monitors offenders' compliance and activities with the conditions of diversion agreement, court order, or probation order through regular contacts at office, residence, school, places of work or in the community; Conduct personal and property searches, and/or periodic drug testing as established in policy, procedure or standard. Imposes sanctions on offenders and/or takes into custody as a result of violations; prepares cases and legal documents for subsequent hearing.
- Develops and implements comprehensive case plans with youth and parents with the goal of establishing pro-social behavior and repairing the harm caused to the community and victim(s); motivates and manages the offenders conditions of supervision and rehabilitation by using an appropriate continuum of graduated sanctions and incentives.
- Identifies and develops community resources and support programs; maintains communication and liaison with parents, law enforcement, court, social service and community resource personnel and agencies.

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- Teaches and models effective practices in community supervision; applies behavior modification techniques; facilitates skill building groups or refer offenders to appropriate community programs and services; provides individual and family counseling as needed to ensure maximum rehabilitation results; provides crisis interventions as needed.
- Monitors satisfaction of offenders' obligations to victims, including restitution payments, no-contact conditions, etc.; responds promptly to victims' concerns or inquiries.
- Provides offender transportation and assist offender and family in obtaining basic needs as necessary.
- Investigates and coordinates requests for courtesy supervision, transfer and interstate compact services of offender supervision from other counties or states.
- May plan, coordinate and implement a subprogram or specialized caseload such as group facilitation, volunteer/intern coordination, training, community service placement sites, diversion program, sex offender supervision, etc.
- Responds promptly to emergency situations and crisis calls at the request of law enforcement officers, treatment providers, school personnel, parents or other individuals; responds to community concerns regarding law, probation, conditional release violations and any other general inquiries.
- Operates a variety of office equipment, including computers, copier, camera, phone, fax machine, etc.
- Administers the effective and efficient use of restraining devices, breathalyzer, urinalysis/drug test kits, etc.
- May participate in and collaborate with a variety of committees, professional associations, boards, and/or other related groups in representing the interest of the department/County.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in various training programs as necessary to learn new techniques, comply with new laws or department policies.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

### **IV. Knowledge, Skills and Abilities**

Position requires extensive knowledge of behavior and adjustment problems of juvenile criminal offenders; counseling and rehabilitation techniques; criminal law, juvenile law and the criminal justice system; law enforcement procedures and protocol; modern office practices; on-going training and proficiency in case management, effective interventions, evidence based practices, safety procedures and current criminal and juvenile law. Position requires ability to effectively intervene in order to protect the community and aid in offender rehabilitation; investigate criminal backgrounds and violations; counsel offenders and recommend appropriate treatment; maintain accurate records; utilize current evidence based practices to aid in the rehabilitation of offenders, work in hostile and potentially dangerous environments; restrain combative youth as necessary; make quick, intelligent decisions in crisis situations; learn computer skills including typing; effectively organize duties; display initiative and creativity in carrying out duties and assignments; adapt to changes in program direction, procedures and operations; maintain safety requirements; comply with all statutes, policies and procedures; understand

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and carry out oral and written directions; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

### **V. Minimum Requirements** (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

#### **Education and Experience**

- A Bachelor's degree in criminology, criminal justice, sociology, psychology, communication studies, human services or education AND three years of experience working with the criminal justice or social services systems providing direct service to clients; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

#### **Licenses, Certificates and Other**

Must receive certification of successful completion of the Oregon Juvenile Department Directors' Associations Probation Officer Training Academy within initial twelve months of employment and possess a valid first aid/CPR certification within initial 30 days of employment. Requires possession of a valid Oregon driver's license and a good driving record.

#### **Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects. Requires sufficient strength and coordination for restraining and/or carrying the weight of adults and defending one's self from attack. Work may be conducted in a noisy, crowded area, with exposure to chemicals, solvents, grease, oils, inks, illnesses, diseases, blood borne pathogens, etc. Requires driving.

#### **Working Environments**

Work is generally performed in an office environment and may include exposure to disruptive people.

### **VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 10/17