

### **Probation Officer – Job Description**

- Job Title:** Juvenile Probation Officer (Appointed Official)
- Reports to:** Chief Juvenile Probation Officer
- Appointment:** Juvenile Probation Officers serve at the pleasure of the appointing authority, the Chief Officer. *HRC 152.00008* Wharton County is an at will employer.
- Salary:** State Financial Assistance (State Grant)
- Basic Responsibilities:** Under general supervision, performs social service work by interviewing, aiding juvenile offenders and their families in development and rehabilitation, analyzes and screens all cases assigned and referred to the Department, provides probationary supervision as directed by the Court, reviewing and monitoring case intakes, presenting cases to the prosecutor's office, appearing in court, preparing court documents, report and maintains accurate, up-to-date records.
- Major Responsibilities:**
- Compliance with policy and directives promulgated by the Wharton County Juvenile Board and with standards and directives promulgated by the Texas Juvenile Probation Commission.
  - Compliance with the Code of Ethics as well as the investigation of alleged violations and the reporting of alleged violations to the Texas Juvenile Probation Commission.
  - Maintain professional training and certification as a Juvenile Probation Officer.
  - Fulfill all duties and responsibilities as directed in all applicable statutes of law.
  - Provide juvenile justice services in accordance with the Texas Family Code.
  - Follow policies, procedures and duties as adopted by the Juvenile Board, assigned under the direction of the Chief Juvenile Probation Officer.
- The responsibilities and duties listed are not all inclusive. Any omission of duties in this description does not exclude the duties as a responsibility of this position if the work is similar, related or a logical assignment to the position.

**Knowledge, Skills and Abilities:**

A Juvenile Probation Officer must be suited in personal qualities and temperament for this type of work in order to effectively relate to juvenile probation clientele. These qualities include empathy, objectivity, perceptiveness, resourcefulness, adaptability, dedication and flexibility.

Working knowledge of the principles and techniques of social and court case work.

The ability to project and maintain an image consistent with the aims, goals and philosophy of the probation department and to effectively and consistently communicate the mission and philosophy of the Department.

The ability to assess the needs of the individual client and to refer to and involve clients to the appropriate program and/or service provider.

A clear understanding of human behavioral patterns and ability to apply good judgment to problems and needs of individuals.

Must have the ability to work at several job tasks at one time, completing all tasks under stress and time limitations.

The ability to take direction and critique establish and maintain a working relationship with the Chief Officer, other employees, the Court, the general public and other agencies.

Must make frequent field visits to juvenile's residence, school, job site, detention facility, residential placement, etc.

Maintain accurate, organized and up-to-date documentation, contacts and services pertaining to each client's case and file.

Provide pre-dispositional services and supervision to juveniles and their families.

Make official recommendations to the court concerning financial obligations, services, programs and terms and conditions of probation.

Testifies in court hearings.

Assists co-workers in the performance of their duties when necessary.

Supervises probationers from other jurisdictions.

Monitors the supervision and treatment provided to probationers by contract facilities and other service providers and programs.

Prepares and writes narrative, social history reports, pre-dispositional reports, common applications and chronological entries.

Works with community agencies regarding the supervision, treatment and resource development for services.

Acts as a referral source for services to juveniles, families, the community, schools, law-enforcement and other public agencies.

Performs other duties as assigned by the Juvenile Board and Chief Officer.

**Minimum  
Qualifications:**

A Juvenile Probation Officer shall:

- (1) be of good moral character;
- (2) have acquired a bachelor's degree conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board;
- (3) have either:
  - (A) one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology or other field of instruction approved by the Commission; or
  - (B) one year of experience in full-time case work, counseling or community or group work:
    - (i) in a social service, community, corrections, juvenile agency that deals with offenders or disadvantaged persons; and
    - (ii) that the Texas Probation Commission determines provides the kind of experience necessary to meet this requirement;
- (4) have satisfactorily completed the course of pre-service training or instruction required by the Texas Juvenile Probation Commission;
- (5) have passed the tests or examinations required by the Texas Juvenile Probation Commission; and
- (6) possess the level of certification required by the Texas Probation Commission.

**Other Requirements:**

Eligibility for employment as a Juvenile Probation Officer requires compliance with requirements in accordance with the Texas Human Resources Code § 141.061(a) and Title 27 Texas Administrative Code § 349.7(a).

A Juvenile Probation Officer must:

- reside within the boundaries of Wharton County on starting date of employment;
- pass an extensive background investigation;
- possess a valid Texas Driver's License with a good driving record;
- submit to and pass a mandatory physical examination and drug testing prior to employment;
- be subject to random, unannounced drug and/or alcohol testing during employment;
- be able to perform the essential functions of the position without posing a direct threat to the health or safety of themselves or others;
- possess or have access to a personal vehicle for required performance of essential job functions;
- have good oral and written communication skills;
- have a working knowledge of computer technology and computer software;
- be willing to work some week-ends, holidays and after 5:00 p.m.;
- participate on mandatory, rotating, on-call duty.

**Essential Physical Demands:**

Frequent sitting, bending, lifting, stooping, pushing/pulling, standing and walking. Working in, out and around a heated or air conditioned environment.

**Reasoning Ability:**

Requires frequent use of judgment. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written and oral form.

EQUAL OPPORTUNITY EMPLOYER