



Victoria County, TX

POSITION PROFILE

Position Title: Juvenile Probation Officer

Effective Date: May 2023

Department: Juvenile Probation

Division: Juvenile Probation

Accountable to: JPO Supervisor

Status: Non-Exempt

Primary Objectives

Perform difficult duties analyzing and screening all assigned cases referred to the Victoria Regional Juvenile Justice Center. The officer shall provide services to and supervise assigned juveniles and their families under the auspices of Title III Texas Family Code and departmental policies.

Supervision Received

Work is performed under the general supervision of the JPO Supervisor.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Analyzes and screen all assigned cases referred to the Victoria Regional Justice Center-A juvenile probation officer received assigned juvenile referrals for review within 24 hours or the first working day after a weekend or holiday.
2. Provides services to and support assigned juveniles and their families under the auspices of the Texas Family Code and departmental policies- Juvenile Probation Officers are required to complete intake interviews with all assigned cases and complete all required documents regarding the case.
3. Assigns cases there may be victims of the offense, a juvenile probation officer must assist the Victims' Rights Coordinator to insure that restitution information is sent the appropriate party. Prior to any court hearing a juvenile must complete a social history.
4. Conducts detention hearings or execute subsequent detention hearings in accordance with the Texas Family Code.
5. Notifies the parent/guardian any time a child is detained, a JPO must immediately and ensure that the parent has been contacted by law enforcement. A JPO is required to obtain urine samples from juveniles for drug screen analysis.
6. Completes various after work hour activities/programs. The Community Service Restitution (CSR) Program is assigned to one JPO to ensure communication with various non-profit agencies throughout Victoria to schedule events for our juveniles' participation.

7. A juvenile probation officer must provide counseling, crisis interventions, deferred prosecution, pre-court supervision, and probationary supervision to children as deemed appropriate.
8. Must actively keep up with the ever-changing laws regarding juveniles, the Texas Penal Code, the Texas Family Code, all standards within the Texas Juvenile Justice Department (TJJD)
9. Must maintain the required amount of training hours to remain certified.
10. Complete curfew checks outside of work hours, home visits within the work hours, school visits, and respond to any crisis of a juvenile assigned to them; while on call depending on the nature of the offense.
11. Required to obtain a photo, fingerprints, and a DNA sample depending on the nature of the offense from a juvenile.
12. Utilize investigative skills while dealing with social media and monitor the use of social media of all juveniles on supervision.
13. May be required to place a child on a GPS ankle monitor and track the juvenile's whereabouts, confirming their location, and receiving electronic updates at any time concerning a violation.

MINIMUM QUALIFICATIONS

- Bachelor degree.
- Valid Texas Driver's License.
- A JPO shall be certified by the Texas Juvenile Justice Department within the first 180 days from hire to remain employed and receive 60 hours of continued education every 2 years.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- **Essential Personnel:** This position is designated as essential and may be required to report to work or remain on duty during emergencies, inclement weather, or other critical situations to ensure continuity of operations.
- Employees sit most of the time but may walk or stand for some periods.
- This is light work requiring some physical agility such as climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly, or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

ACKNOWLEDGMENT:

I understand that my duties are not limited to those listed and that I can be assigned responsibilities as required. I understand that my work schedule may change during the course of my employment and that some over-time may be required. I further understand that this job description does not constitute a written or implied contract of employment. I understand that if I am employed, such employment is for no definite period and that Victoria County can change wages, benefits and conditions at any time. I agree that my employment may be terminated by this organization at any time without liability for wages or salary except those that have been earned at the date of such termination. I have had this job description explained to me and have received a copy.

Employee

Date

Chief Juvenile Probation Officer

Date

Victoria County

JUVENILE PROBATION OFFICER

Victoria County Juvenile Services is currently accepting applications for position of Juvenile Probation Officer. The officer shall provide services to and supervise assigned juveniles and their families under the auspices of Title III Texas Family Code and departmental policies.

Qualified applicants must possess a Bachelor's or Master's Degree in behavioral studies from an accredited four-year college/university. Applicants must submit to a criminal background check, drug screening and meet minimum requirements for certification by the Texas Juvenile Justice Department.

Starting salary: \$25.05 plus state supplement of \$230.77 per pay period
Full county insurance and benefits!

Please send resume/Letter of Intent to Senior JPO Senae Davidson
sdavidson@vctx.org