

Garza County

Job Description

Class No: **Job Title:** Chief Juvenile Probation Officer
Department: Juvenile Probation **Reports to:** Garza County Judge
FLSA Status: Exempt **EEOC Category:** Office and Clerical
Pay Group:

SUMMARY

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Successful candidates will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

The chief juvenile probation officer is appointed by the Garza County Juvenile Board and serves as the chief administrative officer of the County Juvenile Probation Department. This position ultimately ensures quality services to the youth we supervise and their families, and to those served by the County Juvenile Justice Alternate Education Program (JJAEP) and County Disciplinary Alternate Education Program (DAEP).

The chief juvenile probation officer works under the authority and direction of the County Juvenile Board and through the County Judge's Office.

The chief juvenile probation officer supervises all juvenile probation officers, administrative and support staff, as well as JJAEP and DAEP administrators, instructors, and support staff.

Essential Duties and Responsibilities Include

1. Plan, organize and direct programs for probation, detention and educational services under the general guidance of law, policies, and orders established by the County Juvenile Board.
2. Maintain and enforce policy and procedure plan; organize, and direct programs for probation, detention, and manuals (Administrative & Personal A&P), Juvenile Probation Department (HCJP), and JJAEP and DAEP adopted by the Juvenile Board

3. Provide all employees with a copy of or access to the appropriate policy and procedure manuals on an annual basis, update them as necessary, and notify applicable staff of those updates.
4. Notify the Juvenile Board of any changes to the policy and procedure manuals and ensure their review and approval by the Board.
5. Supervise all clerical, administrative and professional employees in the operation of their respective duties in the operation of the Juvenile Probation Department.
6. Oversee the screening and interviewing of job applicants, as well as the hiring, supervision and termination of staff.
7. Design and organize procedures and planning of appropriate programs.
8. Develop and implement personnel rules and regulation
9. Negotiate and authorize purchase of service contracts for the department on behalf of the Juvenile Board.
10. Serve, or provide designee to serve, as the liaison to the community resource coordination group in accordance with the memorandum of understanding adopted §341.302 of the Texas Administrative Code.
11. Ensure quality performance, as outlined by the appropriate job description, of all personnel employed by the department.
12. Promote favorable public relations by addressing and instruction various civic and professional groups.
13. Provide timely and accurate communication between the probation department, JJAEP, DAEP, other agencies and the public.
14. Oversee preparation of an annual budget to present to the Juvenile Board for approval.
15. Supervise and oversee all expenditures to ensure good business practices and approved budget appropriations.
16. Complete accurate and timely annual performance evaluations of all employees under his or her direct supervision.

17. Monitor compliance with policies and procedures and apply disciplinary measure, per procedure, as appropriate.
18. Regularly conduct evaluations of all programs offered by the department.
19. Provide periodic training to the staff and/or other agency representatives regarding departmental policies, procedures, philosophies, missions, goals, and programming.

QUALIFICATIONS

Required Knowledge

To perform the job of chief juvenile probation officer successfully, the successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Extensive knowledge of juvenile justice system and related social agencies. Knowledge of modern principles of sociology, criminology, child and adolescent psychology, social casework techniques and methods of counseling.
2. Working knowledge of Texas Juvenile Justice Department, Texas Department of Family and Protective Services, and Texas Department of State Health Services standards.
3. Knowledge of and agreement to implement Garza County regulations, policies, and procedures.
4. Knowledge of various community agencies available to be called upon for assistance.
5. Knowledge of Garza County Juvenile Court(s) and practices.
6. Knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures applicable to juvenile justice.
7. Knowledge of the Texas Penal Code and Texas Family Code.
8. Knowledge of computer use including keyboarding, word-processing, and Windows applications

Required Skills

1. Assess individual and family problems and needs.
2. Develop appropriate programs plans and strategies.
3. Train staff in the delivery of probation services.
4. Supervise and evaluate effectiveness of probation staff and programs.
5. Implement departmental policies and probation staff and programs.
6. Communicate effectively both orally and in writing.
7. Establish and maintain effective working relationships.
8. Demonstrate leadership within the department and the public.
9. Effectively control hostile situation and persons.
10. Relate to and supervise detention and residential operations during emergency or on-call situations.
11. Effectively seek grant funding and manage grant funds including supervision of grant programs and meeting reporting requirements.

EXPERIENCE AND EDUCATION

Experience:

1. At least (4) four years' experience in fulltime case work, counseling, law, social work, education, psychology, sociology, or other fields of human behavior.
2. At least (2) two years' experience in the field of corrections, preferably in juvenile justice or teaching.
3. At least (5) five years' experience on a supervisory level.

Education

1. Bachelor's degree from an accredited college or university in criminal justice, psychology, sociology, education, social or behavior sciences, business or public administration, or related field.
2. Master's degree preferred.

Licenses or Certificates:

1. Juvenile Probation Officer certification
2. Current Texas drivers' license (and insurable).

WORKING CONDITIONS**Environmental Conditions:**

Primarily works in an indoor setting that is designated as tobacco free. Requires work with juvenile involved youth and families. Interactions can be adversarial in nature at times. Moderate travel with little or no notice, some evening and weekend work, and being on 24-hour on-call schedule are also requirements of the position. This position involves high public visibility, significant contact with professionals in related agencies and departments, and contact of a sensitive and confidential nature with juveniles and their families.

Physical Conditions:

This position involves a variety of activities, from sitting at a desk for several hours to conducting tours and training classes. Frequent travel with little or no notice and being on-call at all times are required of this position.