



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Juvenile Probation Officer	Job Code:	503040	Job Grade:	EE
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Juvenile	Loc. Code:	Various	SIC Code:	8322
				WC Code:	8810
Division:	Probation Services	CS Code:	C-JD	EEO Code:	B11

Summary of Functions: Provides professional casework, supervision, counseling and services in the rehabilitation of youthful offenders who have been committed to the custody of various divisions within the Juvenile Department. Individual positions may perform all or a combination of duties which may include intake or risk assessments, diagnosis, investigations, crisis intervention, case planning and report writing. Responsible for the disposition of youths and the provision of appropriate resources necessary to meet the immediate needs of youths and their families.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Provides supervision and services for youths to ensure efforts are made to promote the rehabilitation and protect the community from further delinquent acts.		E
2. Conducts intake and risk assessments of youths to determine the appropriate level of supervision and intervention programs to ensure each youth is afforded an opportunity for rehabilitation.		E
3. Consults with family members, school officials and others to gain understanding of youths and to ensure services are tailored to meet the needs of the youths.		E
4. Plans treatment programs for youths related to education, drug or alcohol treatment, camp or foster care placement or other community based treatment to modify a variety of deviant behaviors.		E
5. Counsels youths and/or families on behavior, school, responsibility, attitudes, goals, consequences of actions and other related concerns or problems to attain desire goals or required results; discusses progress of rehabilitation programs; and conducts crisis intervention sessions.		E
6. Documents casework contact, status change, progress and problems to assure required contacts are being made and adherence to applicable policies; provides accurate reports for the courts to ensure effective and accurate case dispositions; and maintains case records.		E
7. Responds to inquiries and serves as a liaison with schools, community agencies, law enforcement, CPS, MHMR and other agencies.		E

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| 8. May supervise youths in holding areas, responding to emergencies that may require chasing, carrying and/or restraining youths and transporting youths from police custody in accordance with all applicable laws, policies and procedures. | E |
| 9. Attends required staff training and meetings. | E |
| 10. Performs other duties as assigned. | N |
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Minimum Qualifications:

Education, Experience and Training:

Bachelor's degree from an accredited college or university in Criminology, Corrections, Counseling, Law, Social Work, Psychology, Sociology, Cultural Anthropology, Business Management, Public Administration, Education, or in a job related field of study. One (1) year of work related experience in casework, counseling, community, supervision, or group in a social services, community, corrections or juvenile agency that deals with offenders or disadvantaged persons.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate both orally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must obtain Probation Officer certification within six months of employment. Must pass an extensive background investigation. Must possess a valid Texas driver's license, with good driving record. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. Employee will be working in a 24-hour facility which will require the employee to be subject to working overtime or staying over some or all of a double shift. The employee will also be subject to shift changes.

Physical/Environmental Requirements:

Works inside a secured facility with potential exposure to hepatitis, tuberculosis, lice and other diseases. Ability to restrain and/or chase youths. May be required to utilize vehicle to make periodic home visits and transport youths.

- *“Position requires working with juveniles who may have committed dangerous/ aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”*
- **Must be physically able to perform “handling with care techniques, including takedowns, chasing and restraining youth” as outlined in the Texas Juvenile Justice Department (TJJD) requirement.**
- **Serves as back-up to staff and assumes all duties as necessary, i.e., administering medications, transporting youths to appointments, processing intake assessments or discharges, and disciplining youths.**
- **An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.**
- **Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).**
- **The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.**
- **Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.**

Hay Points/Point Factor:

KH: DI2 175 pts, PS: D3 (29%) 50 pts, AC: D1C 50 pts, TTL: 275 pts, KH/PS/AC: 64-18-18, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/05; 04/05;
10/19/2016

Approved by Civil Service Commission on

Date 04/18/05; 02/19/07;
01/15/14

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.