 Elmore County

 **Class Specification**

 **Juvenile Probation Officer**

Class Code Number: 454 Pay Grade: 9 (DOE) 10 – POST Certified

FLSA Designation: Non-Exempt Effective date: Aug 2019

**General Statement of Duties**

Performs a variety of administrative and professional duties as needed to manage a juvenile probation case load; performs related work as required.

**Classification Summary**

The principal function in this class is to supervise court ordered probation of juveniles. The work includes performing preliminary and ongoing case management functions and preparing and processing support documentation for professional recommendations to the Court. Juvenile Probation Officers may have other related responsibilities as assigned in performing work in community service, restitution, school supervision and/or teaching cognitive self-change skills and prevention work. Work is performed under the general supervision of the Director. The principal duties of this class are performed in a general office environment; on-call assignments, travel and/or home visits are a required part of this job.

**Examples of Work** (Illustrative Only)

**Essential Duties and Responsibilities**

1. Meets with clients and families and instructs in probation obligations, regulations and practices; instructs in the completion of various forms; determines contact status (i.e., maximum vs. medium) using risk assessment and establishes probation program; completes detailed documentation; coordinates with other agencies;
2. Administers risk assessments and develops case plans to target identified risk domains
3. Conducts detailed investigations of client social history including physical environment, family and peer relationships, emotional history, etc.;
4. Establishes and maintains contacts with key individuals involved in the cases and case compliance such as detectives, school resource officers, school officials, attorneys, judges, parents, counselors, etc.;
5. Meets with various organizations or agencies, serves on committees, and may conduct public presentations.
6. Issues affidavits as requested by judges for clients who violate probation terms and conditions;
7. Administers, monitors and reports on grants related to probation duties and responsibilities;
8. Administers electronic monitoring program;
9. Prepares pre-sentence investigations and reports; counsels clients and families on Court process and required testimony during all phases of proceedings;
10. Supervises juveniles on probation in office and community, including home visits and searches of persons and properties;
11. Maintains various files to document written verification of client attendance at ordered meetings, training, therapy, counseling, classes, etc.;
12. Updates file records to show progress and completion of obligations, using Idaho Juvenile Offender System (IJOS data base);
13. Makes recommendations for extension or termination of probation; reviews client compliance related to probation conditions and enforces court orders;
14. Attends hearings and testifies on various court related matters;
15. Prepares monthly reports showing case activity;
16. Coordinate juvenile transportation with Sheriff’s Office;
17. Gathers information from victims to include statements and restitution requests for social court reports. Monitors the payments made by offenders and submits affidavits to Prosecuting Attorney when payments are delinquent;
18. Administers drug tests;
19. Responds to citizens’ questions and comments in a courteous and timely manner;
20. Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
21. Must maintain confidentiality to include not discussing client’s cases with parties not subject to the case.

**Other Duties and Responsibilities**

1. Performs other related duties as required.

**Required Knowledge, Skills and Abilities**

Knowledge of:

1. Juvenile justice system, process and procedures;
2. Complex and technical filing systems related to the County probation case management;
3. Court processes and procedures;
4. Laws governing probation compliance and sanctions;
5. Interpersonal communications and public relations;
6. Problem solving, planning and goal setting techniques.

Ability to:

1. Develop effective working relationships with clients, parents, school officials, resource agencies, agitated/aggressive people, County employees and the public;
2. Communicate effectively, both verbally and in writing;
3. Direct and maintain confidentiality in managing sensitive legal issues and cases;
4. Understand, interpret, and apply laws, resolutions, ordinances, codes, and contracts;
5. Operate a variety of standard office equipment;
6. Maintain detailed and accurate documentation;
7. Prepare accurate and reliable reports;
8. Respond to citizen requests in a courteous manner;
9. Understand and follow oral and/or written policies, procedures, and instructions;
10. Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
11. Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
12. Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

**Acceptable Experience and Training**

1. Bachelor’s degree preferred in social science, or related field.
2. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

1. Ability to attend and receive POST (Peace Officer Standards Training) Certification for Juvenile Probation Officer within one year of hire;
2. Must meet rules as set forth in IDAPA 11.11.03, including vision, hearing, and other physical requirements.
3. Valid Idaho Driver’s License

**Essential Physical Abilities**

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
2. Sufficient vision with or without reasonable accommodation, which permits the employee to prepare, process and maintain various court ordered documents and reports and monitor client compliance;
3. Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting and travel to various sites for client contact or compliance. The employee may occasionally be exposed to agitated/aggressive people where physical restraint is necessary.