

# Juvenile Probation Job Posting

106 Loop 150 Bastrop, TX 78602  
An Equal Opportunity Employer

<b>Title:</b>  <b>Juvenile Probation Officer/ Transport Officer</b>	<b>Opening Date:</b>  May 4, 2021	<b>Closing Date:</b>  Open Until Filled	<b>Job #:</b>  21051
<b>Department:</b>  Juvenile Probation	<b>Starting Salary:</b>  \$21.18 hourly	<b>Location:</b>  Bastrop, Texas	<b>Travel:</b>  N/A

## EXTERNAL/INTERNAL JOB POSTING

**Brief Job Description:** Under the direct supervision of the Chief Probation Officer, Field Services Officer, and as an extension of the Juvenile Court, this position provides supervision services to juveniles in the juvenile justice system, in compliance with the policies and standards established by the Texas Juvenile Probation Commission, Chief Probation Officer and the Juvenile Board. Work involves detailed case management, preparing cases for hearings, and monitoring and enforcing conditions of probation and/or court orders.

**Knowledge, Skills, and Abilities:** Performs supervisory services to juveniles who have been placed on probation by monitoring and enforcing conditions of probation and/or court orders; provides services such as risk assessments, case management, delinquency prevention, crisis intervention, rehabilitation and treatment, and academic and educational support; Prepares cases for court hearings by facilitating and processing case tracking documentation for court and case management related services, including probation status, transfers, and revocations; investigates, evaluates and makes recommendations concerning detentions, adjudications, and probation violations; Regular attendance and punctuality is an essential job requirement. Knowledge of Applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies, and procedures as related to the functions of the Juvenile Probation Department; performs other job related duties as directed by supervisor(s).

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

---

Bastrop County Juvenile Probation does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County.

Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>



**BASTROP COUNTY, TEXAS**  
**Job Description**

***Job Title:*** *Juvenile Probation Officer/Transportation Officer*

**Department:** Cen-Tex Juvenile Probation

**FLSA Status:** Non-Exempt

**Reports To:** Field Services Supervisor

**SUMMARY:** Under the direct supervision of the Chief Probation Officer, Field Services Officer, and as an extension of the Juvenile Court, this position provides supervision services to juveniles in the juvenile justice system, in compliance with the policies and standards established by the Texas Juvenile Probation Commission, Chief Probation Officer and the Juvenile Board. Work involves detailed case management, preparing cases for hearings, and monitoring and enforcing conditions of probation and/or court orders.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Assistant Chief or other supervisory staff as directed;

Exercises direct supervision over juvenile offenders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Performs supervisory services to juveniles who have been placed on probation by monitoring and enforcing conditions of probation and/or court orders; provides services such as risk assessments, case management, delinquency prevention, crisis intervention, rehabilitation and treatment, and academic and educational support;
2. Identifies juvenile's case management needs by analyzing case histories, performing social background investigations, adjusting client treatment by appropriate means and advising prosecutors on case issues; recommends and obtains psychiatric and/or psychological examinations in cases where emotional/mental disturbance is a factor; refers juvenile probationers requiring special services to appropriate agencies and monitors their progress;
3. Prepares cases for court hearings by facilitating and processing case tracking documentation for court and case management related services, including probation status, transfers, and revocations; investigates, evaluates and makes recommendations concerning detentions, adjudications, and probation violations;
4. Attends all court hearings involving juvenile offenders within the department's jurisdiction; consults with judges, attorneys and law clerks with regard to special problems or pending cases; and presents competent court testimony in juvenile and criminal courts;
5. Apprises probationers and parents or guardians of court procedures as well as programs and conditions of probation; provides consultations, correctional counseling and interventions to juvenile probationers, their families and victims; administers urinalysis testing; makes home, school, and field visits to probationers; and coordinates and collects monetary restitution, disposition fees, and probation fees;

6. Recommends and conducts service of warrants and directives to apprehend juvenile offenders; recommends, coordinates and sets detention hearings for juvenile offenders who are detained; transports juvenile offenders to and from detention hearings, appointments, and placement facilities as directed;
7. Ensures consideration of victim's impact statements at detention, adjudication, and release proceedings; provide assistance to victims, law enforcement agencies and child welfare agencies regarding juveniles who commit criminal offenses;
8. Cooperates with other counties and states in making home evaluations and supervision of juveniles on courtesy supervision from other jurisdictions; prepares acceptance and progress reports for counties requesting courtesy supervision;
9. Remains current on new legal issues and laws regarding criminal justice, including new developments and techniques in the criminal justice field and applies such information to work where advisable and appropriate;
10. Provides written explanation of sealing of files and restricted access of records to juvenile offenders; conducts exit plans and interviews with offenders and families;
11. Plans, organizes and implements specialized juvenile probation services to maximize public protection and offender rehabilitation such as intensive supervision services, victim liaison services, community restitution services, transitional aftercare services, sex offender services, mental health services, etc;
12. Administers specialized programmatic services to youth enrolled in the juvenile justice alternative education program, including provision of liaison and consultative services to local school district personnel specific to management of juvenile offenders, juvenile law, and juvenile probation policy and procedure;
13. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
14. Maintains confidentiality and security of all Juvenile Probation information and systems;
15. Performs related work or duties as assigned by supervisor;
16. Transportation Officer is responsible for taking juveniles into custody;
17. Transportation Officer is utilized by the four counties within our District to transport youth to various areas throughout the state;
18. Long periods of driving and sitting are required.

**OTHER FUNCTIONS:** Regular attendance and punctuality is an essential job requirement. Performs other job related duties as directed by supervisor(s).

**NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies, and procedures as related to the functions of the Juvenile Probation Department;  
Advanced criminal laws and their applicability to juveniles;  
Personal Computer skills and software, including Microsoft Office;  
Proper English usage, spelling, grammar and punctuation;  
Bastrop County Juvenile Court and its practices;  
Psychology, social work, sociology, education, juvenile and criminal justice, child development, statistics and research, and public policy as it pertains to juvenile offenders;  
Principles and practices of supervision;  
Safety techniques in transportation of offenders;  
Telephone techniques and etiquette;  
Principles and procedures of office organization and record keeping;  
Data entry and retrieval;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Obtain, record, and disseminate accurate information from telephone conversations and personal contact;  
Communicate clearly and concisely, both verbally and in writing;  
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;  
Understand and follow verbal and written instructions;  
Perform investigations and interrogations;  
Perform urinalysis collection and testing;  
Apply physical and mechanical restraint techniques;  
Complete routine business correspondence;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional, courteous manner;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Demonstrate personal communication skills including effective telephone skills and public speaking;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality and security of information encountered in work activities at all times;

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations;
- Interpreting federal laws and regulations;
- Effective interaction and communication with others;
- Preparing clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

One (1) to three (3) years previous work related experience; or an equivalent combination of education, training and experience.

#### **Education:**

Bachelor's degree in a Criminal Justice or related field;  
High School diploma or equivalent.

#### **Licensing:**

Possession of a valid Texas driver's license.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and criminal background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*

