

Juvenile Probation Job Posting

106 Loop 150 Bastrop, TX 78602
An Equal Opportunity Employer

Title: Juvenile Probation Transport Officer	Opening Date: December 27, 2023	Closing Date: Open Until Filled	Job #: 231204
Department: Juvenile Probation	Starting Salary: \$40,000 annually	Location: Bastrop, Texas	Travel: N/A

EXTERNAL/INTERNAL JOB POSTING

Brief Job Description: Under the direct supervision of the Assistant Chief Probation Officer and as an extension of the Juvenile Court, this position provides safe and secure transport of Juvenile Offenders to and from Juvenile Court and to and from all facilities that are utilized by Cen-Tex Regional Juvenile Services.

Knowledge, Skills, and Abilities: General knowledge of Cen-Tex Regional Juvenile Services Department policies, and procedures; Responsible for transporting juveniles into custody. 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; ability to work in a safety-conscious environment and to follow and promote good safety practices; Handle exposure to potentially hostile individuals; 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: The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl 11ft and/or move up to 35 pounds. Specific vision abilities required by this Job Include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

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>



Cen-Tex Juvenile Probation Job Description

Job Title: Juvenile Probation Transportation Officer

Department: Cen-Tex Juvenile Probation **FLSA Status:** Non-Exempt

Reports To: Assistant Chief Probation Officer

SUMMARY: Under the direct supervision of the Assistant Chief Probation Officer and as an extension of the Juvenile Court, this position provides safe and secure transport of Juvenile Offenders to and from Juvenile Court and to and from all facilities that are utilized by Cen-Tex Regional Juvenile Services.

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. Transport Officer is responsible for taking Juveniles into custody;
2. Transportation Officer is the designated/primary employee to transport Juveniles for Cen-Tex Regional Juvenile Services, assuring the following safe driving practice under State Traffic laws
3. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
4. Maintains confidentiality and security of all Juvenile Probation information and systems;
5. Transportation Officer is utilized by the four counties within our District to transport youth to various areas throughout the state;
6. Knowledgeable in basic First Aid and CPR/AED lifesaving protocols and procedures.

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:

- General knowledge of Cen-Tex Regional Juvenile Services Department policies, and procedures;
- General knowledge of various community agencies available to be called upon for assistance;
- Professional knowledge of the Cen-Tex Regional Juvenile Services Department Juvenile court and its practices;
- Professional knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures;
- Professional knowledge in safety techniques in transportation of offenders;
- Professional skill in urinalysis testing;
- Professional skill in mechanical restraint techniques;
- Professional skill in physical restraint techniques;
- Proficient knowledge of vehicle operation, minor repairs, and maintenance of vehicles;
- Proficient knowledge of decorum for Juvenile Courts and for facilities which are utilized by Cen-Tex Regional Juvenile Services;
- Knowledgeable in basic First Aid and CPR/AED lifesaving protocols and procedures

Ability to:

- 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;
- Apply physical and mechanical restraint techniques;
- 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms; stand or walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl, and 11ft and/or move up to 35 pounds. Specific vision abilities required by this Job Include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

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.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee work environment could vary from a normal office setting to an outdoor setting. The employee must handle an elevated stress level of dealing with some argumentative or emotion contacts.

The setting may on occasion present a dangerous and volatile situation in which the employee must respond. The employee will encounter daily face to face contact of juvenile offenders and the risks associated thereof, the employee will occasionally be exposed to outside weather conditions, infectious diseases and urinalysis testing waste materials.

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

While performing the duties of this job, the employee is regularly required to be in a sitting, standing, or walking or driving position throughout the day.

While performing the duties of this job, the employee Is regularly required to be in a sitting, standing, or walking or driving position in equal amounts of time throughout the day. The employee may be required to operate a motor vehicle for extended periods. The employee Is required to serve in "on-call" status for 24 hours, must be able to apply physical restraint techniques to juvenile offenders. Must be able to react quickly and appropriately in dangerous situations.

While performing the duties of this job, the employee regularly works in a routine office setting combined with work outside the office, The work involves risks or discomforts requiring safety precautions associated with operating a vehicle on public roadways. The employee must handle an elevated stress level of dealing

with some argumentative or emotional contacts. The setting may on occasion present a dangerous and volatile situation in which the employee must respond. The employee will encounter daily physical contact of juvenile offenders and the risks associated thereof. The employee will occasionally be exposed to outside weather conditions, infectious diseases and urinalysis testing waste materials.

EXPERIENCE, EDUCATION, and LICENSING:

Texas Juvenile Justice Department certification for Juvenile Supervision Officer. Must obtain 80 hours of applicable training every two years to remain certified. Must hold a valid Texas Driver's License and liability Insurance coverage.

High School diploma or equivalent. Ability to read and use maps (City, County, State). Experienced vehicle driver in metropolitan areas and highways with clear three-year department Public Safety of Motor Vehicle records. Ability to use portable communication equipment. And six months related experience; or two years full time experience in transportation, correctional field related work; or any equivalent combination of experience and training.

Other Qualifications, Certificates, Licenses, Registrations:

Texas Juvenile Justice Department certification for Juvenile Supervision Officer. Must obtain 80 hours of applicable training every two years to remain certified. Must hold a valid Texas Driver's License and liability Insurance coverage.

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.