



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> Juvenile Probation Officer	<b>Opening Date:</b> December 9th, 2024	<b>Application Deadline:</b> Open until filled	<b>Job #:</b> 241201
<b>Department:</b> Cen-Tex Juvenile Probation	<b>Starting Salary:</b> \$24.72- \$26.69/hr	<b>Location:</b> Bastrop, TX	<b>Travel:</b> Minimal

## INTERNAL AND EXTERNAL 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:** 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 Obtain, record, and disseminate accurate information from telephone conversations and personal contact; Communicate clearly and concisely, both verbally and in writing.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

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

<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>

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. 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. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title: Juvenile Probation 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 Field Services Supervisor or other supervisory staff as directed;

Exercises direct supervision over juvenile offenders.

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

1. Supervises juveniles on probation, monitoring and enforcing probation conditions; provides risk assessments, case management, crisis intervention, rehabilitation, and educational support.
2. Assesses juvenile's needs through case histories, background checks, and treatment adjustments; advises prosecutors and refers to appropriate services, including psychological evaluations.
3. Prepares cases for court by managing documentation, investigating violations, and making recommendations on detentions, adjudications, and probation violations.
4. Attends court hearings, consults with legal professionals, and presents testimony in juvenile and criminal courts.
5. Informs probationers and families about court procedures, probation conditions, and provides counseling; administers urinalysis, conducts home/school visits, and manages restitution and fees.
6. Coordinates warrants, detention hearings, and transports juvenile offenders to hearings or placement facilities.
7. Considers victims' impact statements in proceedings and assists victims, law enforcement, and child welfare agencies as well as collaborating with other jurisdictions for home evaluations, supervision, and progress reporting; stays updated on legal issues in criminal justice and applies new knowledge.
8. Other duties as assigned by supervisor.

**OTHER FUNCTIONS:** Regular attendance and punctuality are 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; and  
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.***