

BANDERA COUNTY  
Job Description

JOB TITLE: Juvenile Probation Officer

PAY GRADE: N/A FLSA: Non-exempt

EMPLOYEE NO.:

OBJECTIVE: To rehabilitate juveniles and protect the public.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Chief Juvenile Probation Officer
2. Directs: None

GENERAL STATEMENT OF DUTIES:

Juvenile Probation Officers shall strive to carry out the goal of the Juvenile Probation Department to rehabilitate juveniles and protect the public. They shall uphold the dignity and worth of every individual and treat them with respect.

ESSENTIAL FUNCTIONS/DUTIES (to include but not limited to):

- \* Supervision of juveniles and participating in programs for the juveniles to aid in their rehabilitation;
- \* Intake decisions and investigations on juvenile referrals;
- \* Court preparation including recommendations for dispositions in the best interest of the juvenile and public;
- \* Transportation of juveniles to and from school, activities, and home;
- \* Participate in extended trips and activities;
- \* Lift 20-50LBS constantly, 50-100lbs frequently, 100lbs plus occasionally;
- \* Regular attendance required;
- \* Other duties as may be assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- \* Knowledge of the Texas Family Code, with emphasis on the Juvenile Justice Code, and understand the Juvenile Court system;
- \* Communication skills, both verbal and written, with proper use of English grammar;
- \* General office equipment skills and computer knowledge;
- \* Set and carry out policy and procedures; handle conflicts.

JUVPROB-OFFICER

Created 11/29/11, Revised 6/13/13, 6/26/14, 3/14/19

**PHYSICAL REQUIREMENTS:**

- \* Physical fitness level to perform job functions;
- \* Ability to lift 20-50LBS constantly, 50-100lbs frequently, 100lbs plus occasionally;
- \* Ability to work weekends, holidays and be on call;
- \* Frequent walking, lifting, carrying, sitting, climbing, twisting, driving, and talking;
- \* Ability to work in different weather conditions;
- \* Occasional reaching, kneeling, and physical exertion;
- \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**CERTIFICATES AND LICENSES REQUIRED:**

- \* Bachelor's Degree;
- \* Eighteen hours post-graduate study in related field, or one-year work experience(1500 hours) with at risk juveniles;
- \* Sixty (60) hours of certified professional training every two years;
- \* Certified Juvenile Probation Officer by State of Texas (renew every two years);
- \* Certified Lifeguard and First Aid (renew every three years);
- \* Certified Cardio Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED), (renew annually);
- \* Valid Texas Driver's License with insurable driving record.

This job description does not constitute an employment agreement between the employer and the 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 this a contract for employment.

Acknowledgement of Employee: \_\_\_\_\_  
(Printed Last, First Name, MI)

Signature of Employee: \_\_\_\_\_

Approval: \_\_\_\_\_  
(Elected/Appointed Official, Dept. Head/Supervisor) (Date)

Approved by Commissioner's Court: \_\_\_ 03-14-2019 \_\_\_  
(Date)