

Titus, Camp, Marion and Morris Co  
Juvenile Probation Department  
100 West 1<sup>st</sup> Street, Suite 400  
Mt. Pleasant, TX 75455

## CONTACT

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# JOB OPENING: JUVENILE PROBATION OFFICER

Salary: DOE

Required: Bachelor's Degree in Behavioral Science (i.e. criminology, law, social work, psychology or sociology or related field approved by the Texas Juvenile Justice Department) from an accredited college or university recognized by the Texas Higher Education Board; 18 post-graduate credit hours in a behavioral science field may be substituted

Applicant must possess a Valid Texas Driver's License and safe driving record

Applicant must be a certified juvenile probation officer when hired or able to obtain certification within 6 months

Must also have an ability to work with difficult "at risk" clients and their parents

No convictions for criminal offenses other than minor traffic violations

Ability to pass a pre-employment physical, as well as pre-employment and random drug screenings

Sitting, walking, bending, standing and driving

Frequent exposure to sunlight, cool, heat, etc on field visits

The Titus, Camp, Marion and Morris County Juvenile Probation Department is accepting applications for the position of a full-time Juvenile Probation Officer. ESSENTIAL JOB FUNCTIONS are:

- Supervises juveniles on probation, sets goals with juveniles and helps them reach their goals through supervision case management
- Conducts random home, field and school visits on a weekly basis, including some weekends
- Keeps timely chronological and computer entries
- Receives offense referrals and performs preliminary investigations
- Prepares social histories
- Makes appropriate disposition recommendation in all cases
- Maintains timely personal paperwork to include monthly reports, timesheets and case tracking
- Complies with legal requirements to ensure juveniles receive full benefits of due process
- Maintains contact with parents, attorneys, law enforcement and community agencies
- Coordinates/participates in all aspects of court hearings
- Makes appropriate referrals to other agencies
- Seeks/secures alternative placement for juveniles
- Transports "at risk" clients
- Assigned on-call duty on rotating basis
- Occasionally restrains out of control clients
- Performs other duties as assigned