



Please complete the County Employment Application found on the Jobs page under "Additional Resources" and submit with your resume to: Brittany Campbell at Teton_JPO@co.teton.id.us

Class Title: Chief Juvenile Probation Officer Pay Grade: 8

FLSA Designation: Covered

Established: 3-09

Revised: 6-12

Class Summary/Primary Function

The principal function of an employee in this class is to manage the juvenile probation program and to supervise court ordered probation of juveniles. The work includes performing preliminary and ongoing case management functions and preparing and processing support documentation for professional recommendations to the Court. Work is performed under the general direction of the County Commissioners, but most work is assigned through the Court Judge. The principal duties of this class are performed in a general office environment; on-call assignments, travel and/or home visits are a required part of this job. .

Essential Duties and Responsibilities (will vary by assignment)

- Attends various meetings and dispositions; meets with clients and family to instruct in probation obligations, regulations and practices; determines contact status and establishes probation program; completes detailed documentation; coordinates with other agencies;
- Establishes and maintains contacts with key individuals and organizations involved in the cases and case compliance such as detectives, school resource officers, school officials, attorneys, judges, parents, counselors, etc.;
- Performs follow up as needed to assure client contact compliance;
- Prepares pre-sentence investigations and reports; counsels defendants on Court process and required testimony during all phases of proceedings;
- Researches, writes, administers, monitors and reports on grants related to probation duties and responsibilities;
- Prepares and manages the juvenile probation budget;
- Manages the financial accounting of the department including preparing billings and tracking and monitoring expenditures;
- Maintains various files to document written verification of client attendance at ordered meetings, training, therapy, counseling, classes, etc.;
- Investigates and determines client compliance with probation terms and conditions;
- Makes recommendations for extension or termination of probation;
- Attends various hearings; may be required to attend court and offer testimony in relation to specific cases regarding probation violations;
- Manages and oversees contractual services for various programs.
- Prepares reports showing case activity;
- Administers urinalysis drug tests;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance County policies, procedures and safety practices.

Other Duties and Responsibilities

- Prepares claim vouchers; tracks and monitors budget;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Juvenile justice system, process and procedures;
- Complex and technical filing systems related to the County probation case management;
- Court processes and procedures;
- Laws governing probation compliance and sanctions;
- Interpersonal communications and public relations;
- Problem solving, planning and goal setting techniques.

Ability to:

- Develop effective working relationships with clients, parents, court officials, school officials, resource agencies, agitated/aggressive people, County employees and the public;
- Communicate effectively with people of all ages and backgrounds;
- Diffuse angry and upset or aggressive individuals;
- Direct and maintain confidentiality in managing sensitive legal issues and cases;
- Understand juvenile development and effectively apply knowledge to develop positive resolutions;
- Understand, interpret and apply laws, resolutions, ordinances, codes, and contracts;
- Operate a variety of standard office equipment;
- Maintain detailed and accurate documentation;
- Prepare accurate and reliable reports;
- Respond to citizen requests in a courteous manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelor's Degree in social work, criminal justice, psychology or related field; and
- Experience working with juveniles; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Special Qualifications

- Ability to attend and receive POST Certification for Juvenile Probation Officer within one year of hire;
- Valid Idaho Driver's License
- Pass a background check
- Must reside within 20 minutes of Driggs

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to prepare, process and maintain various court ordered documents and reports and monitor client compliance;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting and travel to various sites for client contact or compliance. The employee may occasionally be exposed to agitated/aggressive people where physical self-defense is necessary.
- Sufficient personal mobility, agility, and flexibility, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, move between work stations, lift up to 25 pounds, and work in a communications center environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.