



Pope County Juvenile Probation

Job Description

Department: Juvenile Probation	Exempt or Non-Exempt: <u>Non-Exempt</u>
Hours per Week:	
Position:	

Job title:	<i>Juvenile Probation Officer</i>
Reports to:	<i>Circuit Judge, Division III/ Chief Juvenile Officer</i>

Job purpose & summary

The Juvenile Probation Officer is responsible for the supervision of Juvenile Court cases. The Juvenile Officer will supervise Delinquency and FINS (Family in Need of Services) cases to monitor compliance with the court orders and to ensure that services are provided. The Juvenile Probation Officer will be required to maintain case documents and testify in court as required. This position requires decision-making, problem solving, and accurate reporting skills, as well as the ability to interact effectively with juveniles, families, community groups, and other agencies.

Duties and responsibilities

- Supervise assigned cases, including monitoring progress and adherence to court orders; identifying potential problems, taking corrective action, and making recommendations to the court. Supervision may require visits to the school, home, treatment facility, and office visits.
- If the Juvenile Probation Officer has reasonable cause to suspect that a juvenile has been subjected to child maltreatment as defined in 12-18-103(6), the juvenile officer shall immediately notify the Department of Human Services hotline.
- Ensure all contact with the public will be conducted in a professional manner in compliance with County and departmental policy and Arkansas law.
- Work with Interstate Compact to coordinate the return of juveniles to their home state when they are runaways or have a warrant from another jurisdiction, and coordinate the transfer of probation.
- Work with other Probation Departments throughout the State of Arkansas to share information and provide supervision for juveniles who have moved within the state.
- Make appropriate referrals to public or private agencies, including schools, service providers, community agencies, and the Department of Human Services, to ensure that juveniles obtain needed services.
- This position requires performing occasional evening or weekend work and 24 hour on-call rotation.
- Maintain, update, and complete all necessary documents to include, but not limited to: files and computer database records, psychological assessments, school reports, counseling reports, payment of fines and fees.
- Perform data entry in CONTEXTE in a timely manner.
- Complete RABS (Risk Assessment and Behavioral Health Screening) Assessments, including the SAVRY, MAYSI-2, and CRAFFT, in compliance with departmental policy.
- Prepare Pre-Disposition recommendations reports per departmental policy.
- Speak to various community groups regarding the juvenile Court process as directed.
- Serve on committees as assigned
- Maintain current knowledge of the Arkansas Juvenile Code, available services, and treatment options.

- Administer drug screens to juveniles and their families as ordered by the court using departmental policy.
- Maintain all juvenile records in a confidential manner and ensure that information relating to a juvenile is not release except to authorized persons
- Attend all required staff meetings and trainings.
- Represent Pope County and the department in a professional manner to enhance the County's image and minimize the loss of goodwill.
- Perform other functions as assigned by supervisor or the Court.

Qualifications-Knowledge- & Skill Set

Minimum Qualifications include:

- Experience in working with at-risk youth and families.
- Good communication skills
- Ability to learn and utilize data entry applications.
- Bachelor Degree in a related field or a combination of work experience and education.
- Ability to complete the Arkansas Juvenile Officer Training Program within one year of hire.

Preferred Education, Certifications, Training, & Knowledge:

- 2 + years of work experience in a juvenile justice related field or law enforcement.
- Experience in utilizing Risk Assessment and Behavioral Health Screening tools.

Physical requirements

- Occasionally lift 50 pounds of weight chest high.
- Frequently standing for long periods of time.
- Frequently sitting for long periods of time.
- This position carries a degree of threat; dangerous situations can occur at any time.

Direct reports

- Chief Juvenile Officer

Pope County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Pope County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Pope County expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Pope County's employees to perform their job duties may result in discipline up to and including discharge.