

Probation Officer: Juvenile**GENERAL SUMMARY**

The primary function of this position is to monitor juveniles under court jurisdiction that have been placed on probation. This may include but is not limited to monitoring juveniles in their homes, schools, community, or in a placement facility. Case management may include preparing reports, conducting drug tests, attending weekly meetings, and attending court sessions. Case management may include making referrals on behalf of the youth to services in the community as well. Employees will also be required to prepare and maintain detailed case notes for each youth under court jurisdiction. Employees may be required to supervise intensive juvenile probationers. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements and conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodation.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency. This position is 100% childcare fund reimbursable as the employee works solely with intensive youth.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Provides case management of juvenile probation cases, including meeting with individuals and their families regarding probation conditions, school, home, drug testing, specialty courts, community service, counseling, and substance abuse assessment.
- Writes dispositional and review hearing reports, containing necessary information to determine appropriate course of action for juveniles on probation.
- Researches the background of delinquent, abused, and neglected youths and their families to determine appropriate services.
- Administers drug screening on a random basis, and processes reports for the Courts.
- Transports delinquent youth to correctional facilities, when necessary.
- May be required to testify in court proceedings.
- Attends court hearings to obtain final dispositions of youth as handed down by the court.
- Acts as liaison with the community, including the schools, other social and law enforcement agencies, and parents.
- Refers youth to community programs and monitors out-of-home placements for probation compliance, as well as crisis intervention services when appropriate.
- Participates in and collaborates with a variety of committees, professional associations, boards, and/or other related groups.
- Performs other duties as assigned.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in social work, criminal justice, law enforcement or a related human services field.
- More than 1 year experience working with juveniles.
- Associate degree with four years directly related experience may be substituted for the education requirement if there is demonstrated knowledge, ability, and skill to perform the work.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check will be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

May be required to serve in an "on-call" capacity.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles and developing different approaches or tactical plans to fit specific circumstances. Guidelines may exist but are flexible and open to considerable interpretation requiring independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction, affect others outside of a department and may require the intervention of a supervisor to resolve.

Compared to Chief Probation Officer classification does not have supervisory responsibilities.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May occasionally work in an outdoor environment with potential exposure to weather-related heat and cold, rain, wind, and related elements.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.



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- May occasionally be required to lift/move up to 50 pounds.
- May be exposed to infectious diseases and/or criminal suspects or prison inmates.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- General knowledge of Circuit Court, Family Division statutory and regulatory requirements
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Skill in operation of modern office equipment such as personal computers, facsimile, copiers, scanners, and telephones.
- Appropriately and effectively represent the Court and County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the Court/County.
- Skill in researching and resolving problems to ensure compliance.
- Ability to assess and provide guidance within area of specialized knowledge.
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to facilitate meetings effectively and efficiently.
- Ability to effectively assess and guide both individuals and their families in their area of expertise.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.