



CLASS SPECIFICATION

Class Code: 13712
Date Est: 2/2001
Last Rev: 9/2002
Last Title Chg:
FLSA: Non-exempt
Probation: 12 months

SENIOR JUVENILE PROBATION OFFICER

DEFINITION

Incumbents investigate, assess, and supervise juvenile offenders or court wards; make arrests of juvenile offenders or those in violation of court orders; make recommendations and prepare court reports and forms; aid in the social rehabilitation of wards including case plans and counseling; represent the Department in court, at institutions, foster homes, and community agencies; and perform related work as required and in a manner consistent with the policies, procedures, and practices of the Department of Juvenile Services.

EXPERIENCE AND TRAINING REQUIREMENTS

The Juvenile Probation Officer position requires a Bachelor's degree in the behavioral sciences, criminal justice, or related field and three years of full-time experience performing Probation Officer work.

LICENSE OR CERTIFICATE

P.O.S.T. (Peace Officers Standards Training) at time of appointment.

Maintain P.O.S.T license by completing the required number of yearly continuing education hours including successful completion of a minimum of 8 hours of Defensive Tactics.

Successful completion of Department approved and mandated training.

CPR/First Aid certification.

Possess a valid Nevada Driver's License.

DISTINGUISHING CHARACTERISTICS

This is the lead level position of the Probation Officer series. The Senior Juvenile Probation Officer is generally assigned cases involving clients demonstrating the greatest degree of risk and need, the most severe personality and emotional disorders, and those who may exhibit dangerously aggressive behavior. Through the longevity of experience, this class provides both leadership and motivation for Probation Officers I and II to complete a career as Probation Officers.

SUPERVISION EXERCISED

May provide work coordination and direction for other staff, student interns and volunteers.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assign cases to appropriate programs/officers.

Manage and supervise high profile cases including sex offenders and emotionally and mentally disabled offenders.

Coordinate mental health services with schools, government agencies, treatment providers, and facilities.

Train new officers.

Provide direction of specialized units as working team member (Intensive Supervision, Drug Court).

Handle cases involving certification to the Adult Court system.

May act as a liaison to, or for, specific programs and/or services.

Prepare case and court reports describing the youth, the offense, life situations, and the recommended case plan. Testify in court as needed. Oversee complex cases involving custody transfers, commitments to institutions, and treatment issues.

Provide recommendations regarding the filing of a petition; approve admission or release of juvenile to detention facility; recommend special classification status for juveniles in custody, and transport juveniles.

Explain youth's legal status and conditions of probation; schedule subsequent contacts, arrange for referrals and services.

Counsel juveniles in compliance with conditions of probation and a case plan by discussing with the youth and parents the goals of the plan and the family involvement; make home visits to assess youth's adjustment and living conditions; make school visits to monitor youth's progress; make employer contacts when appropriate; conduct drug and alcohol screening.

Make arrests of probation violators and youth involved in delinquent acts.

Place youth in foster homes and institutions, counsel youth to prepare for placement, coordinate placement activities, counsel foster parents, obtain clothing and supplies, and maintain regular contact to assess progress.

Attend staff meetings; participate in training programs; maintain flexible work schedule. Serve as duty officer on assigned weeknights or weekends.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department and divisional policies, practices, and procedures relevant to area of assignment.

Computer software specific to the department/division.

Laws, rules, and regulations related to area of assignment.

Ability to:

Act as a lead for regional or divisional units.

Provide input to the selection, and evaluation of staff.

Perform a broad range of duties involving the most complex cases.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Intervention strategies, resources, placement, and treatment options.

Principles and techniques of management, supervision, and training.

Complex procedures and requirements for accessing funding (Medicaid, insurance, etc.) necessary for placing youths in treatment facilities.

Counseling and interviewing techniques and practices.

Ability to:

Skillfully interview people and deal with hostile, aggressive clients.

Prepare, clear concise and accurate records, and reports.

Weigh client needs against community protection.

Coordinate resources and services.

Plan and organize work to meet schedules and timelines.

Operate a personal computer and software programs.

Communicate effectively both orally and in writing.

Make effective oral presentations to individuals and groups.

Write departmental and court reports.

Apply interviewing and investigative techniques.

View information, identify problems, and arrive at logical conclusion.

Establish and maintain effective working relationships with clients from a wide range of socio-economic backgrounds, division staff, representatives of other departments, and community agencies.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to stand, sit, walk, stoop, twist upper body. Ability to lift up to 50lbs. Strength and dexterity of a degree to be able to restrain a youth including finger mobility to handcuff youth as necessary. Sufficient vision to be able to observe youths in programs and/or detention activities and speaking and hearing skills for the purposes of monitoring and communicating with juveniles, other department staff and the public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved _____ WERCCS Job Evaluation Committee _____

Date _____ March 2001 _____