

MONTOUR COUNTY

Job Description

Job Title: JUVENILE PROBATION OFFICER
Department: PROBATION OFFICE
Reports to: Chief Probation Officer
FLSA: Exempt

SUMMARY: Assists individuals on probation or parole in their personal, social and economic adjustment in the community. Work involves supervision of clients to assure that they adhere to the conditions of their probation, completing pre-disposition reports, and revocation reports. Work includes a wide variety of contact with agencies, employers, friends, and families in securing information regarding probationers, and assisting in developing useful and effective rehabilitation plans. There is an element of physical danger in working with probation. Although the work is regulated by law and well-defined procedures, the employee is required in emergencies to make decisions directly affecting the public safety and the personal liberties of individuals. Work is reviewed in progress by the Chief Probation Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise / be on-call for both adult and juvenile probationers and parolees by investigating their activities for adherence to probation/parole regulations.
2. Assist juvenile probationers by providing counseling and other services in their personal, social and economic adjustment in the community.
3. Maintain contact with families, friends, employers, school personnel, clergy and other individuals concerned with aiding juvenile probationers with their adjustment into the community.
4. Work with school officials to reduce both in-school and out of school suspension, tardiness, absenteeism, and drop out rate and provide a presence/visibility to help deter potential conflicts involving the general school population.
5. Provide immediate intervention services for juveniles in the school setting.
6. Help juveniles function successfully in the school environment and the community.
7. Arrange community service and supervise juveniles at community service sites.
8. Prepare documents such as letters, petitions, summons, informal adjustment, consent decrees, court orders, and commitment orders and submit them to the Chief Probation Officer for review prior to submission to the Judge.
9. Make or assist in making arrests, and/or transportation as well as prepare or assist in preparation arrest reports for both adult and juveniles.
10. Perform minor administrative duties as necessary for the Courts.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree and one year of professional experience in probation, parole or social work preferred.

WORK ENVIRONMENT:

Work is performed generally in an office environment.