



DeWitt County Job Description

Position Title: Juvenile Probation Officer (JPO)

Department: Juvenile Probation Department

FLSA Classification: Non-Exempt

Position's Employee Type: Regular, Full-time

Supervisor: Chief Juvenile Probation Officer

Position Summary:

A Juvenile Probation Officer supervises and supports youth involved in the juvenile justice system while working to promote rehabilitation and reduce recidivism. This position is responsible for monitoring court-ordered conditions, conducting assessments, developing case plans, and coordinating services for juveniles and their families. The officer works closely with courts, schools, community organizations, and treatment providers to ensure compliance with probation requirements and to address behavioral, educational, and social needs. Through guidance, counseling, and accountability, the Juvenile Probation Officer helps youth make positive life changes and successfully reintegrate into their communities.

Essential Job Functions:

1. Remain available for 24/7 on-call duties and respond to work-related issues outside of standard business hours, including evenings, weekends, and holidays.
2. Review offense reports and set intake appointments
3. Conduct initial Intake per department operating policy
4. Prepare Social Case History Reports and In Support of Detention
5. Appearing in court on juvenile cases

Additional Job Duties:

- Sending out all notices: Referral Notice, Victim's Impact and Rights, Restitution Request
- Reviewing Juvenile Probation Orders with juvenile and their parent
- Detaining juveniles who have violated their probation orders
- Determining probable cause on juvenile cases
- Supervising juveniles on probation
- Monitoring juveniles at home school and elsewhere while on probation
- Making residential placement referrals
- Making referrals to outside service agencies.
- Attending trainings in person or by webinar as required by Chief JPO.



- Serving as specific liaison with other departments at request of JPO.
- Assisting Chief JPO when necessary
- Transporting Juveniles following departments operating policy
- Conducting curfew checks
- Conducting on site visits to residential facilities as required by TJJD.
- Maintaining department's presence in the community.
- Be supportive of the rehabilitation philosophy and efforts of DeWitt County Juvenile Probation
- Maintain confidentiality
- Any other duty as assigned by the supervisor within the scope of the department.

Minimum Requirements:

Per Texas Administrative Code § 344.200 - General Qualifications for Employment:

- be at least 21 years of age
- be of good moral character and have no disqualifying criminal history as described in this chapter;
- have acquired a bachelor's degree conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board;
- possess the work experience or graduate study required in §344.210 of this chapter; and
- never have had any type of certification revoked by lawful authority of the Commission and not be currently under an order of suspension as described in §344.840(d) of this chapter.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Employee must maintain a valid Texas Drivers License. Occasionally, the JPO may use their personal vehicle for travel in the performance of the job or for training purposes.

This position requires employees to maintain a separate mobile phone dedicated to work-related communication and applications. The device and any associated service plans are the responsibility of the employee. The company does not provide or reimburse these expenses.

Education:

Per Texas Administrative Code § 344.200 - General Qualifications for Employment:

- Bachelor's degree in criminal justice, psychology, sociology, social work, counseling, or a related field (required)

**Experience:**

Per Texas Administrative Code § 344.210 Work Experience:

- In lieu of the graduate study requirement in §344.500(a)(2) of this chapter, an applicant for the position of juvenile probation officer shall have one year of experience in full-time case work, counseling, community or group work:
 - in a social service, community, corrections, or juvenile agency that deals with offenders or disadvantaged persons; and
 - that the Commission has determined provides the kind of experience necessary to meet this requirement.
- Internships may be counted toward meeting one year's experience based on actual hours completed when the duties performed were related to the field of juvenile justice.

Required Skills:

- Strong communication skills, including clear verbal communication and professional report writing
- Strong interpersonal skills for working with juveniles, families, court officials, and community partners
- Ability to assess juvenile behavior and develop appropriate supervision or rehabilitation plans
- Ability to maintain accurate documentation and case records
- Ability to collaborate with families, courts, schools, and community resources
- Sound judgment and decision-making in complex or high-stress situations
- Conflict resolution and de-escalation skills
- Ability to manage multiple cases and meet required deadlines
- Proficiency with the Microsoft Office Suite (Word, Excel, and Outlook)
- Managing accurate paper and electronic files within a file-keeping software.
- Ability to perform simple calculations and ensure proper grammar, spelling, and syntax in written communication.
- Familiarity with operating standard office equipment like copiers, adding machines, and phones.
- Ability to multitask while maintaining accurate details and reaching deadlines.
- Ability to work independently while effectively understanding and applying verbal and written instructions.
- Bilingual in English and Spanish (preferred, but not required)



Physical Requirements & Working Conditions:

This position regularly requires an employee to stand; walk; use arms and hands to reach, feel objects, tools and controls. The employee is occasionally required to climb or balance; stoop; kneel; crouch; talk or hear; and smell. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, peripheral vision and depth perception.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee Signature

Date

Printed Name

Supervisor Signature

Date

Printed Name