



**BOWIE COUNTY
JUVENILE PROBATION DEPARTMENT**

Job Title: Community Activities Officer/Transport

QUALIFICATION/EXPERIENCE REQUIREMENTS:

A high school diploma or its equivalent from an accredited high school.
Be at least 21 years of age.
Be of good moral character.
Have no disqualifying criminal history.
Possess a valid driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Community Activities Officer will supervise juveniles in a non-secure setting and support the Juvenile Probation Department in daily activities.

Facilitate and supervise community service.
Transport juveniles to detention, placement, and Court proceedings.
Administer drug screens.
Conduct field visits such as: school visits, after hour home visits and curfew checks.
On call rotation subject to weekends and holidays.
Perform all other related duties and responsibilities as assigned for the purpose of ensuring the efficient and effective functioning of the department.

This job description is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions, and responsibilities may vary by the specific tasks assigned to the position by the Chief Juvenile Probation Officer.

SALARY BASED ON EXPERIENCE

Please send all resumes to the:

**Bowie County Juvenile Probation Department
601B Main Street
Texarkana, Texas 75501
Email resume to: misty.moody@bowiecounty.org**