



**BOWIE COUNTY  
JUVENILE PROBATION DEPARTMENT**

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**Job Title: Juvenile Case Manager**

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**QUALIFICATION/EXPERIENCE REQUIREMENTS:**

Bachelor's degree preferred, not required.  
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.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Facilitate educational groups and programs.  
Preparation and planning of all curricula for facilitated groups and programs.  
Work closely with juvenile probation officers and school officials on needs of juveniles.  
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.

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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**

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**Please send all resumes to the:**

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