

## Job Posting

**Number of Positions: 1**

**Close Date: July 5, 2024**

**Salary: \$70,000**

**Location: Perryton, Texas**

**Contact: Judge Charles Kelly, Ochiltree County Judge**

**511 S. Main**

**Perryton, Texas 79070**

**[ckelly@ochiltree.net](mailto:ckelly@ochiltree.net)**

**OR**

**Judge Timothy Glass, Hansford County Judge**

**16 NW Ct St**

**Spearman, Texas 79081**

**[judgglass@hansfordcountytx.com](mailto:judgglass@hansfordcountytx.com)**

## Job Description

**Job Title: Chief Juvenile Probation Officer**

**Department: Ochiltree and Hansford Counties Juvenile Probation**

**Date Posted: May 13, 2024**

**Salary: \$70,000**

**Closing Date: July 5, 2024**

**\*\*\*\*Please send resumes to County Judge Charles Kelly or County Judge Timothy Glass**

### **Basic Qualifications:**

- **Bachelor's degree from an accredited college or university**
- **Ability to speak in public and perform varied public relations activities**
- **Ability to communicate effectively orally and in writing**
- **Pass a criminal history background check prior to employment and for continued employment**
- **Pass a sex offender registration/background check prior to employment and for continued employment**

- Pass a fingerprint criminal /sex offender history background check for continued employment
- Travel locally and statewide – willing and able to spend the night
- Work a flexible schedule – including weekends and nights
- Computer literate
- Certification as Juvenile Probation Officer of Texas Department of Juvenile Justice preferred or meet certification requirements within six months

**Specific Duties:**

- To develop and update departmental policies, rules and regulations
- To prepare and monitor the department's budget and facilitate all required payment authorizations
- To supervise and manage a juvenile caseload
- To perform other duties as assigned by the Juvenile Board

Email Resume to: [ckelly@ochiltree.net](mailto:ckelly@ochiltree.net) or [judgeglass@hansfordcountytexas.com](mailto:judgeglass@hansfordcountytexas.com)