

Probation Officer Opening

Position: **JUVENILE PROBATION OFFICER** for Hunt County Juvenile Probation

Open Date: **October 23, 2025**

Close Date: **until filled**

Salary: Starting 48K going to 50K once certified
Salary negotiable with experience

Education: Bachelor's degree from an accredited college or university required
(**official college transcript REQUIRED prior to hire -- no copies**)

Requirements:

- meet certification requirements for a juvenile probation officer
- pass a urinalysis drug screening prior to employment and for continued employment
- 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
- maintain a working personal vehicle; driving your vehicle is a condition of beginning & continuing employment
- possess a valid Texas driver's license prior to employment and for continued employment
- possess & maintain State of TX minimum auto liability insurance prior to employment & for continued employment
- travel locally and statewide - willing and able to spend the night(s)
- maintain a working personal phone - *a cell phone is required*
- work a flexible schedule - including some weekends and some nights
- work outdoors in all weather conditions as needed
- possess excellent written and verbal communication skills
- computer literate – proficient in windows word processing applications
- able to organize & prioritize work activities; utilize effective time management; routinely use & maintain a calendar
- initiative is a must; able to work independently; be a self-starter
- must be at least 21 years of age

Required duties: include but are not limited to the following:

- provide intake services, testify in court, participate in the on-call rotation, make referrals to services
- provide supervision to juveniles while: on probation, conducting community service, attending programs, etc.
- may develop and conduct educational programs
- prepare social histories and other reports for court, placements, and other social service agencies
- liaison with multiple schools, law enforcement, social service agencies, and the general public
- conduct field visits, track school attendance, lead field trips, conduct follow-up tasks on cases, etc.

This position has direct contact with the public. The applicant must possess excellent people and communication skills. This position requires the ability to effectively communicate with the public and handle stressful situations with courtesy and good judgment. *Also, this applicant must have initiative. This job requires the ability to actively monitor and supervise a caseload.*

To be considered completed employment application and resume to HR/personnel office on the 2nd floor of the Hunt County courthouse. Applications on line at www.huntcounty.net

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

DO NOT REMOVE