

# **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 2<sup>nd</sup> floor of the Hunt County courthouse. Applications on line at [www.huntcounty.net](http://www.huntcounty.net)

**HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**DO NOT REMOVE**