

TITLE: Deputy Juvenile Probation Officer JOB CODE: 1364

PREPARED: 6/30/03 FLSA: Non-Exempt

UPDATED: REVISION #:

Summary: Under general supervision, administers an assigned caseload of juvenile offenders, including monitoring probation compliance, providing resource referrals and imposing sanctions for inappropriate behavior.

Distinguishing Characteristics: None.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Gathers and evaluates information regarding alleged criminal offenses committed by juveniles; makes
 decisions regarding the release of detained juveniles pending court appearances; releases juveniles
 or delivers into custody; impounds evidence; makes arrangements for detention and transportation of
 juveniles; schedules juveniles for detention hearings; explains procedures to parents.
- Reviews law enforcement reports and gathers information to develop recommendations for the
 disposition of cases; reviews school and criminal records; meets with parents, school staff, law
 enforcement officers and the District Attorney's staff to gather additional information; conducts home
 visits with parents; prepares written reports for the court; makes recommendations to the court;
 testifies as a witness at preliminary and revocation hearings before the court.
- Supervises juveniles placed on probation; conducts periodic meetings with the juvenile to review
 activities and provide information; provides advice and counsel; assesses the needs of the juvenile;
 collects restitution and fines; verifies the attendance of the juvenile at school or court-ordered
 activities; conducts home visits; makes progress reports for the court.
- Conducts educational and outreach programs for juveniles regarding the justice system and programs offered by the juvenile probation department or youth agencies.
- Prepares various activity reports and enters into an automated database.
- Transports juveniles to detention facilities; visits and evaluates the progress of juveniles within the facilities.
- Serves specialized assignments, including the supervising of juveniles assigned to drug and alcohol
 or sex offender programs.
- Performs other related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles and practices of juvenile probation and social case work.
- Knowledge of local, state and federal laws and court decisions regarding juvenile probation.

JOB DESCRIPTION

Deputy Juvenile Probation Officer

- Knowledge of the criminal justice and court systems.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of currently accepted ideas and theories regarding the cause, prevention and control of crime and delinquency.
- Knowledge of interviewing and counseling techniques.
- Knowledge of the functions and general practices of law enforcement agencies and the courts.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in oral and written communications.
- Skill in analyzing investigative material and making appropriate decisions.
- Skill in making effective decisions within stressful or confrontational situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in communicating with juvenile offenders and mediating difficult situations.
- Skill in interpreting and applying laws and regulations.
- Skill in establishing and maintaining effective working relationships with juveniles, parents, law enforcement personnel and the courts.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Bachelor's Degree in Criminal Justice, Juvenile Justice, Sociology or a closely related field.
- Certified Nevada Police Officer with one year of experience in juvenile justice.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments.
- Subject to physical harm such as dangerous vehicles, gun shots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases.
- Required to physically restrain persons.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects over 100 pounds.
- Must maintain a level of physical fitness to meet Department standards.

Equipment and Tools Utilized:

 Special Equipment includes computerized and conventional office equipment, handcuffs, leg irons, pepper spray, electronic monitoring equipment, drug testing equipment, digital camera and a motorized vehicle.