

TITLE: Senior Deputy Juvenile Probation Officer JOB CODE: 1363

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: This designation is distinguished from the Juvenile Probation Officer classification by a more complex caseload and the added responsibilities for providing work direction and training to probation officers in the absence of the Chief and Deputy Chief Probation Officer as well as authorizing short-term detention.

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.
- Assigns case loads to juvenile probation officers; trains and reviews the work of probation officers; approves short-term detention of juvenile offenders; recalls juvenile probation officers in response to emergencies.
- 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.

JOB DESCRIPTION

Senior Deputy Juvenile Probation Officer

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles and practices of juvenile probation and social casework.
- Knowledge of local, state and federal laws and court decisions regarding juvenile probation.
- 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 the principles and practices of effective employee supervison.
- 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 training and directing the work of employees.
- 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 five years 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.

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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.