

LINN COUNTY CLASSIFICATION

TITLE: JUVENILE PROBATION OFFICER 1
NUMBER: 622
PAY RANGE: 14
CATEGORY: SEIU

APPROVAL ORDER
NUMBER: 2010-030
DATE: February 2, 2010

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: This classification is considered to be an entry level position; performs professional social casework in the investigation, counseling, reformation and guidance of youth and families under the jurisdiction of the Juvenile Court.

SUPERVISION RECEIVED: Works under the close supervision of the Supervising Juvenile Probation Officer who assigns duties, provides guidance, sets goals and reviews performance for results obtained.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility in this classification but an incumbent may assist in the selection and training of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Interview and assess the needs of youth referred by law enforcement officials for violation of laws and dependency (neglect and abuse) cases; provide guidance and counseling to youth and their families; and make referrals to appropriate department, community and state resources. Administer and interpret risk assessment screens and link youth and families to services to reduce identified risks.
2. Prepare timely reports for case record and Juvenile Court; file petitions alleging violations of law; prepare reports for disposition and verbally present recommendations in open Juvenile Court. Enforce conditions of probation by filing necessary legal documents. Enter case data using the Juvenile Justice Information System (JJIS) and other computer programs to maintain up to date case plans, notes and various case management records.
3. Complete case planning to address juvenile's risks/needs; educate youth and families on risk factors. Develop case plans with the assistance of youth and family as outlined by department policy. Confer and coordinate with public and private agencies and utilize community resources to aid in case planning and placement of youth.
4. Make contact with victims of juvenile crime, assist with facilitation of victim offender mediation, investigate and recommend restitution amounts to the Court and monitor the collection of restitution, fines and other fees associated with Court Orders or Formal Accountability Agreements.

5. Transport youth in and out of custody to various appointments in community and residential placements throughout Oregon. May place youth in custody for transportation to the detention center or other placement
6. May have physical contact with aggressive youth in volatile situations. May be required to respond to emergency situations and interact to diffuse aggressive behavior as outlined in department policy for the Use of Force Continuum. May be required to physically intervene with youth.
7. Monitor the collection of urine and other bodily fluids from youth and submits collection for analysis.
8. Interact in a collaborative fashion with partner agencies including law enforcement and school officials. May be called upon to present in public forums, schools and interact with various partner agencies.
9. Perform all duties as a Juvenile Counselor/Probation Officer further described in applicable Oregon Revised Statutes.
10. Maintain regular and predictable work attendance.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.

OTHER FUNCTIONS:

This classification description covers the most significant essential functions performed by an employee in this position, but it does include other occasional work, which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY:

Some knowledge of theoretical concepts of human behavior, growth and adjustment difficulties; assessment and counseling techniques with youth and families, juvenile justice laws; interview techniques.

Skill to assess individual and family dynamics and make recommendations based on those dynamics. Must possess organizational skills and be capable of performing multiple tasks in priority order. Skill in preparing documents using proper grammar and correct spelling.

Demonstrated ability to navigate multiple computer systems in order to accomplish job functions such as assessing risk, building case plans, updating notes and filing appropriate documents with the Juvenile Court. Ability to establish and maintain

communicate effectively both orally and in writing. Ability to establish and maintain an effective working relationship with youth, parents, guardians, and other significant personnel. Ability to work with youth within the juvenile justice system. Ability to prepare clear and concise records. Ability to maintain accurate files. Ability to operate a motor vehicle; physical ability to assist in securing and maintaining custody of resistive youth.

EXPERIENCE, EDUCATION AND TRAINING:

Professional/volunteer experience in a social service agency, preferably in an agency within the juvenile justice system. Graduation from a four-year college or university with a Bachelor's Degree in the Humanities or Social Sciences; i.e., sociology, psychology, counseling, etc., or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Master's Degree in a social service field may be substituted for professional/volunteer experience.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment but may include fieldwork networking with community and conducting home visits of clients. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; reach with hands and arms; the ability to lift or move thirty (30) pounds and restraining youth whose behavior is non-compliant or could lead to the escape, injury of self or others, or damage to property. Some work assignments involve the safety and security of the juvenile facility and may require physically restraining angry and hostile youth. Works in areas that may be exposed to smoke, blood, bodily fluids, noise, and chemicals.