

# Bonner County Job Description



**Title: Juvenile Probation Officer**

**Department: Justice Services**

**Supervisor: Director, Bonner County Justice Services**

**Supervision Exercised: None**

<b>Posting Title</b>	Juvenile Probation Officer
----------------------	----------------------------

<b>General Summary</b>	<p>Performs a variety of working level professional duties as needed to manage a juvenile probation caseload. Provides Court-ordered supervision (minimal through intense) for adolescent clients adjudicated on/found guilty of criminal offenses. Responsible for programming, testing, and certifying two-way radios for Detention and Probation. Responsible for tracking inventory and minor maintenance and repair of two-way radios and equipment.</p> <p>Other Information: Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent applies standards and procedures to variable situations. Incumbent regularly interacts with supervisor while receiving periodic supervision. Communicates with others both inside and outside the organization, primarily with other law enforcement employees, courts, and other agencies as well as heavy communication with clients and their families. Impact may be significant to juveniles and their families as incumbent makes recommendations that may result in detention, continued probation or other legal ramification to the juvenile which may also result in liability for the County in cases of error. Work is typically performed indoors, but may involve intermittent exposure to weather and dangerous conditions while engaged and in contact with juveniles. Travel is regular, not typically extending beyond the County.</p>
------------------------	---

<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Performs various preliminary and on-going case management functions to provide probation services for juvenile offenders; conducts detailed investigations relating to Court-ordered client social histories including the following: previous criminal history, client physical environment, in-depth family environment (physical/emotional), chronological history, peer relationships, education, drug/alcohol history, mental health issues, etc. Officer shall provide the Court with appropriate sentencing recommendations using information provided in the social history. Recommendations will focus on the State's Juvenile Justice "Balanced Approach" theme of "community protection, accountability, and competency development". Offers in-court recommendations. Sentencing recommendations may range from community based sanctions to out-of-home placement.</li> <li>2. Probation Officers will be required to perform investigations and report to the Court in those instances where the Prosecutor has requested that the Court waive jurisdiction of the juvenile to allow the juvenile to be prosecuted as an adult.</li> <li>3. Must possess a working knowledge of issues and systems surrounding juveniles and families in order to determine the direction of referrals to relevant agencies.</li> <li>4. Officer will issue affidavits and warrants for clients who violate probation terms and conditions.</li> <li>5. Attends and may testify as an expert witness in appropriate Court proceedings including but not limited to: sentencing, revocations, order to show cause hearings, Disposition Hearings, etc. May testify at appropriate "conditional release hearings."</li> </ol>
----------------------------	---

	<ol style="list-style-type: none"> <li>6. Meets with clients and their parents, guardians or custodians and instructs in probation regulations, obligations, and practices; assists clients and families in completing forms; determines risk and supervision factors (maximum vs. minimum); completes appropriate documentation, including forms to secure drug/alcohol funding.</li> <li>7. Perform observed catch drug-testing of clients to ensure compliance with probation conditions. Receive education and training on safe handling of urine and exposure to carriers of blood-borne diseases, such as HIV and Hepatitis.</li> <li>8. Performs a variety of field projects to determine client compliance with probation terms and conditions including but not limited to the following: visits to the client's home, employment and schools, etc.; conducts and assists law enforcement with legal searches involving those areas within client's control/possession as relates to conditions of probation.</li> <li>9. Maintains contact and liaison with various agencies involved in the supervision and rehabilitation of clients; i.e., establishes and maintains contact with key individuals involved in the case to case compliance (law enforcement, school officials, judges, prosecutors, public defenders, private attorneys, parents, spouses, co-workers, the Department of Health and Welfare, therapists/counselors, substance abuse treatment providers, etc.) As legally allowed, provides appropriate agencies with necessary documentation as relates to client's Court-ordered supervision.</li> <li>10. Maintains various files to document and verify client compliance as to conditions of probation. Updates appropriate file records indicating case progress, etc.; makes appropriate recommendations as to client's extension or termination of Court-ordered probation.</li> <li>11. Administer various assessment tools to determine the need for drug and alcohol treatment and/or counseling. Acquire funding for various treatment options.</li> <li>12. May respond (on a 24-hr basis) to requests for assistance/intervention by clients, parents, law enforcement or other agencies or individuals in order to insure compliance with probation conditions. May be requested by those individuals or clients to assist in high risk, crisis situations including but not limited to suicide or threats of harm to others.</li> <li>13. Must have a complete understanding of victim's rights in Idaho. Ability to apply a working knowledge of victim's rights to individual cases and their victims. Protects victim's rights in all juvenile justice matters in Bonner County. Ability and knowledge to recognize and report violations of victim's rights to appropriate persons and/or agencies.</li> <li>14. Follow department and county procedures as defined in training manuals.</li> <li>15. Must be a certified probation officer by the State of Idaho Peace Officer Standards and Training (P.O.S.T.) and must maintain ongoing training each year to retain certification.</li> <li>16. Must be certified in the Appropriate Use of Force (A.U.F.) standards as required by the Idaho P.O.S.T. for the appropriate use of self-defense.</li> <li>17. Must be certified in First-Aid and CPR and must maintain certification as required by the State of Idaho.</li> </ol>
--	--

<b>Secondary Functions</b>	None.
----------------------------	-------

<b>Specifications</b>	<ol style="list-style-type: none"> <li>1. Education and Experience: <ol style="list-style-type: none"> <li>a. Graduation from an accredited college with a bachelor's degree in social sciences, criminology, or related field. At least two (2) years experience in a related field.</li> </ol> </li>   <li>2. Preferred Knowledge, Skills, and Abilities: <ol style="list-style-type: none"> <li>a. General knowledge or experience in the following categories: Victim's Services and Victim's Rights; Dispute Resolution; Mediation; Criminal justice system; juvenile justice system, procedures related to a variety of court processes; laws governing probation compliance and sanctions; computer skills; basic bookkeeping; communication skills both spoken and written; empathy skills; basic public relations; legal terms and definitions; problem solving; planning and goal setting techniques; ability to prioritize and effectively manage multiple tasks both expected and unexpected; ability to work well with others in a "team concept" environment.</li> <li>b. Ability and experience in working with "high risk" adolescents and families and occasionally in high stress/high risk environments.</li> <li>c. Experience and/or training in property two-way radio communications with Central Dispatch and Law Enforcement.</li> <li>d. Certified to operate the Alco-sensor III</li> <li>e. Understand the proper procedures in the handling of bodily fluids collected during testing procedures.</li> <li>f. Full understanding of exposure to communicable diseases.</li> </ol> </li>   <li>3. Special Qualifications: <ol style="list-style-type: none"> <li>a. Must possess a valid driver's license.</li> <li>b. Must provide reliable transportation.</li> <li>c. Must be willing to work irregular hours.</li> <li>d. Must have ability to be trained and certified in using various equipment e.g. Alco-Sensor III, Capstan, etc. as well as continuing education in Officer Safety Training.</li> <li>e. Must possess appropriate knowledge of software including but not limited to Windows and DOS and the proper programming hardware for department two-way radios. Must be able to use those procedures and equipment to be able to properly and safely program, maintain and perform minor repairs on all of the two way radios within the department for the safety of personnel and clients on probation as well as residents in Juvenile Detention.</li> </ol> </li> </ol>
-----------------------	---

<b>Working Conditions</b>	<p>Tasks require a variety of physical activities occasionally involving muscular strain such as walking, standing, turning, stooping, sitting, reaching, and the potential for restraining and confining probationers to minimize the risk of harm to all people involved. Must have excellent verbal, written, and listening skills. Mental application utilizes memory for details, ideas, written and verbal communication, emotional stability, discriminator thinking, and guided and creative problem solving that may result in a significant impact on probationers and their families. Considerable travel may be required in the course of performing daily job duties. Must be able to recognize situations and that pose risk(s) to probationers and colleagues and to immediately address those risks so as to minimize the harm to all persons.</p>
---------------------------	--

<b>Disclaimer</b>	<p>This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.</p>
-------------------	---

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_