

Kleberg-Kenedy County  
Juvenile Probation Officer

Job ID. Number:

Number of Positions: 1

Close Date: 06/12/2020 12:00:00 AM

Salary: \$35,000 – \$40,000

Location: Kingsville

Contact: Jerry Gonzalez

Kleberg-Kenedy County Juvenile Probation Department

700 E. King Ave

Kingsville, Texas 78363

361-595-8551 ext 201

#### Job Description

The Officer will provide direct supervision of juveniles placed on probation (formal or informal). Counsels with the juvenile and his/her parents or guardian. Explains rules of probation and oversees compliance of these conditions. Reports all rule violations to the Chief Juvenile Probation Officer. This Officer will make appropriate referrals to address areas of need for each juvenile. Completes all related reports to the Juvenile Court and monthly chronological reports for the case file. Maintains each case file and keeps all records up to date. This Officer will interface with various community agencies and school personnel. Maintains positive relationships with these organizations.

The Officer will make office, home and school visits on a monthly basis, will keep in contact with placement agencies and make visits as necessary. The Officer will come in contact with unpleasant odors and/or hygiene situations, will supervise drug screening. The Officer will transport juveniles in custody when necessary to court hearings, appointments and placement, address various community organizations of services available and maintains favorable public relations. The Officer will perform on-call duties as assigned.

Perform other related duties as assigned by the Chief Juvenile Probation Officer.

**Education Requirements:**

Graduation from an accredited college or university with a minimum of a Bachelors Degree in one of the following areas: Criminology, Corrections, Counseling, Law, Social Work, Psychology, Sociology, Education or other field of instruction approved by the Texas Juvenile Justice Department; and (1) one year of full time experience in casework, corrections, counseling or group work in a social service setting. This experience must meet the basic requirements set by the Texas Juvenile Justice Department. Be of good moral character.

**Special Knowledge, Skills and Abilities:**

The Officer will have knowledge of principles and techniques of casework and counseling. Knowledge of Title 3 Texas Family Code. The Officer will have good verbal and written skills, be able to write reports concisely and accurately, demonstrate good decision-making skills and must be able to build rapport with offenders, their families and the community. Physical requirements include frequent walking, lifting, standing, sitting, driving. Occasional kneeling and have the ability to physically restrain a potentially violent youth. Must be able to react professionally and safely under potential or actual volatile conditions.