



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Juvenile Probation Officer I  
Department: Juvenile Justice  
FLSA Status: Non-Exempt  
Effective Date: August 1, 2017  
Last Revised: July, 2017  
Pay Grade: A16  
Union: AFSCME

#### SUMMARY

Performs judicial casework and community supervision of youth offenders. Primary duties include the investigation, evaluation, counseling, mentoring and guidance of juveniles referred to and falling under the jurisdiction of the Family Court.; does related work as required. An employee in this classification is responsible for performing juvenile probation casework and for the preparation of related records and reports. Incumbents in this classification work under the general supervision of the Juvenile Department Division Deputy Director in the performance of all areas of responsibility. Employees in this class are, however, required to exercise independent judgment in applying policies and procedures to well-defined situations.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Receives and evaluates new referrals including meeting with juveniles and parent/guardians to gather information and explain the juvenile court process and legal rights; may contact victims regarding restitutions and the court process.
2. Conducts investigations into the juvenile's background and family situation which includes contacts with other agencies, law enforcement officials, schools, parents or guardians.
3. Through collaboration with the Deputy Director, determines disposition of case; determines whether the case should be referred to another agency, handled unofficially or presented to the court for official action.
4. Provides counseling, both crisis and other for families and juveniles individually; facilitates education or cognitive-behavioral groups for juveniles and parents.
5. Prepares court presentations; presents facts of individual cases to the court during detention hearings. Acts on behalf of the state during juvenile arraignment, admit/deny and dispositional court hearings; prepares and presents reports as required by the department or court.
6. Confers with staff members, schools, law enforcement agencies and social service agencies regarding juvenile treatment programs and general casework action.

7. Refers juveniles to treatment programs, mental health services, shelter care, and other agencies.
8. Counsels and supervises juveniles placed on formal probation or Formal Accountability Agreements. Duties also include monitoring the terms and conditions of probation and working to establish appropriate behaviors.
9. Write case plans, termination reports, and document all youth and family contacts in the Juvenile Justice Information System (JJIS).
10. Conducts and prepares Interstate Compact home evaluation reports, progress reports and written recommendations regarding the disposition of out-of-state cases.
11. Provides or arranges necessary transportation for juveniles, including secure transport.
12. In coordination with the District Attorney's Victims Assistance staff, determines restitution payments in cases involving property damage, physical injury or theft; records and monitors restitution payments, community service hours and other court orders
13. Coordinates community service programs for individual or groups of youth.
14. Other duties as assigned by the Deputy Director.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

#### EDUCATION AND EXPERIENCE

Bachelor's degree in human services, psychology, criminology, sociology, or closely related field, preferably supplemented by two years of experience in working with delinquent or troubled juveniles; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. Some knowledge of juvenile behavior and adjustment problems and methods of treating them; the juvenile justice system; counseling methods and techniques.

#### JOB IMPACT

Consequences of error could include exposure to litigation and public embarrassment due to inappropriate handling of a court case or the community supervision of youth.

#### JOB CONTACTS

This position requires working closely with various agencies involved in adolescent dependency and delinquency cases, the court system, volunteers and community groups. Children who are victims of physical/sexual abuse and neglect and their families are common clients of Juvenile Justice.

#### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; maintain composure and work effectively with individuals in crisis and emotional situations; work effectively with juvenile offenders and their families, law enforcement personnel, social service agencies, and the general public; comprehend, interpret and apply law, rules and regulations; exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITIES

Ability to make recommendations/decisions regarding the disposition of cases and/or whether or not a juvenile should remain at home and what steps need to be taken to insure successful functioning at home, in school and in the

community. Responding to these problems might require referring to department policies and procedures, applicable federal and state laws, training and experience.

#### OTHER SKILLS AND ABILITIES

Ability to speak and make public presentations, write and present educational materials to groups of youth and parents; computer literacy a must.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Work is required both in the office and in the field. The position requires working with juveniles and their families who are potentially violent, combative or under the influence of drugs/alcohol. Typically, minimum physical effort is required, excluding occasional combative situations. The position is impacted by the requirement to meet deadlines established by the courts; uncontrollable work flow; the need to make quick decisions or judgments under pressure; the need for accuracy and attention to detail in the preparation of court documents; and uncontrollable interruptions. The position may receive calls a home which occasionally require the employee to return to work.

#### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>