



Palo Pinto County



Chief Juvenile Probation Job Description

Position: Chief of Juvenile Probation

Location: Mineral Wells, TX, Palo Pinto County

Salary: \$60,000 to \$64,300

Responsible to the Juvenile Board for planning, organizing, and directing all activities of the juvenile department. Salary is set by the Juvenile Board.

Qualification: Master's degree in Criminal Justice or related field approved by the Texas Juvenile Justice Department or 10 years' experience in a related field. A minimum of three years' job experience, in supervisor capacity, in criminal and/or juvenile justice.

Ability to perform complex, administrative and supervisory work, planning, organization and directing of employees and operations.

Ability to speak in public and perform variety of public relations activities. Ability to communicate effectively orally and in-writing.

Must have a thorough and comprehensive knowledge of the Texas Juvenile Justice System.

Certified or certifiable as a Chief Juvenile Probation Officer as required by state standards and the Texas Juvenile Justice Department.

Specific Duties: Must develop and regularly update departmental policies, rules and regulations as required by the Texas Administrative Code, the Texas Family Code and other related ancillary codified state and federal laws and standards.

To prepare and monitor the department's budget and contracts and facilitate all payment authorizations.

To provide all department personnel leadership with a clear vision, mission and stated goals.

To provide all department personnel with the tools and training required to effect positive change in the lives of the juveniles they serve and supervise.

To hire, train, supervise and monitor all department personnel.

To review all casework and assist personnel with problem solving.

To perform other duties as assigned by the Juvenile Board.



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Responsibilities: Under general guidance of law, policies and orders established by the Juvenile Board, plans, organizes and directs programs for the department.

Directly supervises employees performing clerical and professional duties in the delivery of services and operation of the department and keeps time records.

Plans, organizes and directs the procedures, budgets, staffing requirements, operating conditions, long range planning pertaining to programs and services to the department.

Develops staff personnel rules and regulations; implements and enforces rules and regulations utilized within the department.

Directs research and planning programs related to the improvement of operations and procedures of the department.

Assures that all personnel receive training required for continued certification and professional responsibilities. Maintains all training records utilizing the ICIS system.

Responsible for seeking financial assistance and actual preparation of applications for assistance.

Assists in developing programs for the department.

Assures program's statistical and financial reports are submitted to appropriate authorities.

Serves as a Juvenile Probation Officer. Reviews and processes referrals and may manage a caseload;

Prepares data for the agenda, coordinates meetings of the Juvenile Board, responsible for recording of the minutes and attends *all* meetings.

Audit case files to ensure that quality probation services are being provided, documentation of files is accurate and complete, and the casework activity is in compliance with departmental policies, Texas Juvenile Justice Department standards and the conditions of probation contained in the Orders of the Court.

Coordinate a program to fulfill the community service hours imposed by the Court. Coordinate courts services between prosecutors and the probation officers.

Assure that *all* monies collected at the unit office are received in accordance to departmental policy and procedures.

Conduct employee performance assessment in accordance with policies and procedures.



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Knowledge, Skills and Abilities: Be a self-starting professional with energy and enthusiasm. Have willingness to devote time and effort required in performing the duties and responsibilities of the position.

Have a thorough knowledge of laws, rules, regulations, standards, procedures, and techniques involved in juvenile services, preparation of case records, management of cases and understanding of the Texas Juvenile Justice System.

Ability to work independently and efficiently.

Willing to respond to referrals and handle crisis intervention as necessary. Knowledgeable about resources available to children and their families.

Ability to develop and administer finances in a cost-effective manner.

Accepts accountability for performing the duties and responsibilities of this position.

Send resume and application to:

Honorable Shane Long
Palo Pinto County Judge
P.O. Box 190
Palo Pinto, Texas 76484

Applications will be accepted until position is filled.