

Job Description: Karnes County Juvenile Probation Officer

Primary responsibilities and essential job function are to provide juvenile probation services and supervision duties authorized under statutory and administrative law.

Essential Duties and Responsibilities:

Other duties may be assigned.

- Manage a caseload of juveniles on probation with the objectives of resolving problems and improving behavior.
- Attend hearings and testifies concerning juveniles, including offering department recommendations.
- Maintain written reports and daily chronological notes for each juvenile placed on probation.
- Travel to placement facilities to visit juveniles or monitor placement services.
- Manage, maintain, and organize records ensuring all documents are readily available for court testimony or state audit.
- Counsels parents and juveniles, including explaining procedures of juvenile probation, detention, and legal proceedings.
- Monitor juveniles' school progress, including grades and attendance, discusses the juvenile's academic progress with school officials as needed.
- Conduct monthly random UA drug testing on juveniles.
- Conduct monthly curfew checks on juveniles.
- Coordinate closely with referral services to monitor juvenile's compliance with referral programs including attendance and participation.
- Attend staff meetings and trainings required to maintain Juvenile Probation Officer Certification.
- Participates in the intake on-call rotation schedule for nights and weekends.
- Establish and maintain effective working relationships with co-workers, juveniles and their families, and the general public.
- Regular and consistent attendance is required. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule.
- Supervise community service and programs.
- Confidentiality is a must with all work-related information.

Basic Qualification Requirements:

1. Must have a bachelor's degree conferred by a college or university accredited organization recognized by the Texas Higher Education coordinating Board; and
2. Must have either:
 - a. One year of graduate study in criminology, corrections, counseling in a social work, psychology, sociology, or a related field that has been approved by the Texas Juvenile Justice Department; or
 - b. One-year experience in full-time casework or counseling in a social service, community correctional or juvenile agency that deals with offenders or disadvantaged persons.
3. Must be able to pass a background check and provide fingerprints for state database.
4. Must have a valid Driver's License and proof of adequate liability insurance and have a reliable means of transportation.
5. Must Possess physical stamina to handle potential physical outbursts of violent youth. Be able to restrain and handcuff a child who is resisting.
6. Must have the ability to work with a diverse population.
7. Must occasionally lift and/or move objects weighing up to 40 pounds, such as files, stacks of records, or other similar objects.
8. Must be of good moral character.

Email your resume and a completed application, which can be found on the Karnes County Tx website, to Melissa Padron, Chief Juvenile Probation Officer at m-padron@kwjpd.com. For questions please call 830-780-2228.