

ERATH COUNTY IS ACCEPTING APPLICATIONS FOR A DEPUTY CHIEF JUVENILE PROBATION OFFICER

JOB SUMMARY: This is a non-exempt Deputy Chief Juvenile Probation Officer position that assists the Chief Juvenile Probation Officer in supervising the department in its delivery of services to juveniles in the juvenile justice system. The Deputy Chief Juvenile Probation Officer is appointed by the Chief Juvenile Probation Officer and shall have all the responsibilities of a probation officer with additional administrative and supervisory duties. Responsible for assisting in the supervision of the juvenile probation office. Deputy Chief Juvenile Probation Officer will serve as acting Chief Juvenile Probation Officer in the Chief's absence.

ESSENTIAL FUNCTIONS: (IN ADDITION TO JUVENILE PROBATION OFFICER)

- ◆ Supervises and assists probation officers, interns, and other staff in the delivery of services to juvenile offenders.
- ◆ Coordinates with the Texas Juvenile Justice Department and responds to their recommendations, standards and guidelines.
- ◆ Researches and studies various documents to remain educated and knowledgeable on laws concerning juveniles.
- ◆ Educates and updates the department, public and local agencies.
- ◆ Develops, coordinates, and provides training to subordinate staff.
- ◆ Coordinates with all community interest groups and service agencies which enhance juvenile justice programs.
- ◆ Develops and implements new program/services as needed.
- ◆ Collaborates with local/state agencies.
- ◆ Monitors and reviews juvenile files and records.
- ◆ Monitors computer entries into JCMS.
- ◆ Assists in the development, implementation and reporting of grants.
- ◆ Responds to monitoring requests by the Texas Juvenile Justice Department for the department.
- ◆ Assists the Chief in developing policy, procedures and guidelines for programs.
- ◆ Assists the Chief in preparing and administering the annual budget and helps maintain budgetary controls of expenditures and use of department equipment.
- ◆ Performs other job related duties as assigned by Chief Juvenile Probation Officer.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- ◆ Must be at least 21 years of age.
- ◆ Be of good moral character and have no disqualifying criminal history described in the Texas Administrative Code.
- ◆ Never have had any type of certification revoked by lawful authority of the former Texas Juvenile Probation Commission (TJPC) or the Texas Juvenile Justice Department (TJJD).
- ◆ A bachelor's degree from an accredited college or university preferably with a major in criminal justice, counseling, psychology, sociology, or a related field; master's degree preferred.
- ◆ At least three years juvenile probation and/or corrections experience.
- ◆ Must be able to pass pre-employment physical and drug screen.
- ◆ Certification by Texas Juvenile Justice Department or certification within twelve (12) months of hire. An officer who fails to renew their certification in a timely manner will be placed on inactive status.
- ◆ Must obtain 80 hours of applicable training every two years to remain certified. Must be able to travel out of area, occasionally for training.
- ◆ Must confirm the continued absence of disqualifying criminal history.
- ◆ Must hold valid Texas driver's license and must have good driving record, acceptable to operate a county vehicle.
- ◆ Must reside in Erath County.

SKILLS, KNOWLEDGE, AND ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- ◆ Excellent verbal and written communication skills.
- ◆ Computer skills, specifically windows applications.
- ◆ Excellent interpersonal skills in order to deal effectively with all levels of employees, elected and appointed officials, law enforcement agencies, county attorney's office, defense attorneys, judges and court personnel, community resource agencies, juvenile offenders and their families, and the general public.
- ◆ Strong management skills and effective leadership ability.
- ◆ Professional skill in problem solving, organization, and task management.
- ◆ General knowledge of Erath County regulations, policies, and procedures and policies and procedures of the Erath County Juvenile Probation Department.
- ◆ Professional knowledge of the Erath County Juvenile Court and its practices.
- ◆ Professional knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures. This includes but is not limited to The Texas family Code, Texas Penal Code, and the Texas Education Code.
- ◆ Professional skill in analyzing information and drawing valid conclusions.

PHYSICAL REQUIREMENTS: While performing duties of this job, the employee is regularly required to be in a sitting, standing, walking, or driving position in equal amounts of time throughout the day. Must be available for 24-hour on call status on a rotating basis. (As stated in Erath County Juvenile Probation Policies and Procedures, employee will be entitled to four (4) hours of compensatory time for each week they are acting as the Department's On-Call Officer. This time is not subject to the 1.5 rate allowed for other required overtime.)

WORKING CONDITIONS: The work environment characteristics are described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee will encounter a routine office setting combined with work outside the office such as home, school, detention, and placement visits. The employee must be able to handle an elevated stress level of dealing with some argumentative or emotional contacts. The setting may on occasion present a dangerous and volatile situation in which the employee must respond. The employee will encounter daily contact of juvenile offenders, their families, and the risks associated thereof. The employee may occasionally be exposed to outside weather conditions, infectious diseases and urinalysis testing waste materials. Must be able to maintain a flexible work schedule and may be required to work some evenings and weekends. Regular and consistent attendance is required. Must arrive to work on time, prepared to perform assigned duties and work assigned schedule.

Salary is set at Grade 8 and is based on experience. Salary ranges from Step 1-\$41,594.32 to Step 8-\$51,056.48. Benefits include health and dental insurance for the employee after a 90 day waiting period. Careflite insurance is provided for the employee and household family members at no cost. Erath County and employees contribute to the Texas County & District Retirement System. The County also contributes to TCDRS for a supplemental death benefit for the employee.

Vacation and sick hours are accrued each pay period.

Applicant will be subject to a drug screen and background check.

This position is open until filled.