

**POSITION DESCRIPTION**  
**JUVENILE PROBATION OFFICER**  
Rev. 4/2011

County Office:                      Juvenile Court

Immediate Supervisor:      Chief Probation Officer

**JOB RESPONSIBILITIES**

Under direction, the Probation Officer develops and implements plans to aid probationers in resolution and elimination of behavior problems, supervises probationers to ensure compliance with probation terms.

**QUALIFICATIONS**

Bachelor's Degree in Social Sciences or Law Enforcement with a minimum of one (1) year experience as a Probation Officer or an equivalent combination of education, training and experience.

**KNOWLEDGE OF:**

- Court practices, procedures and protocol
- Juvenile and criminal law procedures
- Counseling
- Investigation techniques
- Dynamics of alcohol and drug abuse
- Legal requirements related to child placement
- Child delinquent behavior
- Family Dynamics
- Mental Health Diagnosis
- Community Resources

**SKILLS AND ABILITIES TO:**

- Handle sensitive inquiries from and contacts with clients, social service agencies, law enforcement agencies and general public
- Develop good rapport with clients
- Communicate effectively in written and oral form
- Present expert testimony in a court of law
- Define problems, collect data and draw valid conclusions
- Prepare and maintain accurate documentation
- Operate drug testing and home arrest equipment
- Computer skills, including data entry, Microsoft Word and Excel

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% of Time    **ILLUSTRATIVE DUTIES:** The duties listed below are intended to depict tasks performed by this position.

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- 40%    **PROBATIONER REHABILITATION AND SUPERVISION**
- Develops and implements rehabilitation plans to aid probationers in resolution and elimination of behavior problems (e.g. mental health, alcohol and/or drug treatment)
  - Supervises probationers to ensure compliance with probation terms
  - Monitors weekly report-ins
  - Conducts home, school and institutional visits to monitor probationer's progress
  - Investigates complaints filed against probationers
  - Testifies in Court as to probation violation complaints
  - Ensures payment of court costs and restitution fees
  - Conducts periodic curfew checks
  - Performs drug screening tests
  - Conducts periodic visits to probationers' homes, schools and places of employment
  - Coordinates with the schools' efforts to provide non-educational services
  - Assists schools in handling behavior problems during school day
  - Monitors probationer's grades
  - Available for 24-hour on-call supervision through law enforcement officials
  - Coordinates referrals to supportive services (e.g. mental health counseling, substance abuse counseling, Insight group, AA, WIA, Sex Offender Treatment, Psychological Assessment, Alternative School, House arrest, Connections Mentoring Program)
  - Coordinates required in-patient treatment
  - Coordinates community work and restitution orders
  - Crisis intervention

- 10%    **PROBATIONER PLACEMENT**
- Determines appropriate placement for youth who cannot remain in the community
  - Compiles required documentation and arranges pre-placement interviews
  - Transports youth to placement sites and/or detention
  - Attends review hearings
  - Monitors progress while in placement

- Coordinates post-placement follow-up
- Presents placement requests to Service Funding Committee

10% **INVESTIGATION**

- Reviews, evaluates and approves presentence investigation and progress reports
- Conducts pre-sentence investigations, as ordered by the Court
- Conducts OYAS (Ohio Youth Assessment System) assessments
- Conducts home studies as requested

10% **MISCELLANEOUS**

- Assists in transporting juveniles
- Witnesses interviews with juveniles
- Performs office duties
- Serves on committees as requested
- Occasionally serves as Bailiff for Court hearings
- Attends meetings as requested
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Performs additional duties and assignments, as requested

10% **INTAKE**

- Registers complaints on intake list and determines if case qualifies for diversion or is to be processed as a formal Court case/complaint
- If formal Court proceeding, delivers Complaint to Clerks for processing

20% **DIVERSION AND TRUANCY**

- Determine which cases qualify for diversion program
- Meet with youth and family
- Meet with school officials
- Review and process truancy referrals from schools
- Prepare caseplan for family and referral to other services