



JOB DESCRIPTION

JOB TITLE:	Chief Deputy Juvenile Probation Officer	FLSA:	Non-Exempt
DEPARTMENT:	Juvenile Probation	GRADE:	M2
REPORTS TO:	Chief Juvenile Probation Officer	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for assisting in the planning, organizing and directing all activities and staff related to the County's Juvenile Probation Department; ensures compliance of department activities with Nevada Revised Statutes, other state and Federal laws, and County policies and procedures.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists in the management and direction of the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department; provides input and helps prepare and administer the department's budget.
- Provides leadership, guidance, advice, professional opinion, information, research, and support regarding department activities.
- Gathers and evaluates information regarding alleged criminal offenses committed by juveniles; appears in court and makes decisions regarding release or detention of juveniles pending court appearance; releases juvenile or delivers to custody; may seize evidence; makes arrangements for detention and transportation as needed; schedules juvenile for detention hearing; explains procedures to parents.
- Reviews police reports and gathers information to develop recommendations for the disposition of the juvenile's case; reviews school and criminal records; meets with parents, school staff, law enforcement officers, and district attorney's staff to gather additional information; conducts home visits to meet with parents and makes observations regarding the juveniles home; prepares written reports for the court; makes recommendations to the court; arrests compliant and non-compliant persons; tests and seizes bodily fluids.
- Conducts cognitive training for juveniles regarding the juvenile justice system and programs offered by the juvenile probation department and other youth agencies; makes contacts with schools, churches, and youth programs to arrange for programs.
- Acts as Chief Juvenile Probation Officer in the absence of the Chief and performs duties as required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



CHIEF DEPUTY JUVENILE PROBATION OFFICER

ESSENTIAL FUNCTIONS: (continued)

- Supervises juveniles placed on probation by the court and of non-adjudicated offenses; conducts periodic meetings with the juveniles to review activities, provides information; advises and counsels youth; assesses the needs of the juvenile for services; collects restitution and fines; verifies the attendance of probationers at school and at court ordered activities; visit probationers at homes to observe conditions and activities; make reports to the court regarding the activities and progress of probationers.
- Locates programs and services to assist juveniles, including community service, tutorial, employment and recreational programs; establishes and administers programs and special activities; recruit and supervise volunteers and part-time staff to conduct program activities; keeps records and make reports of program activities and juveniles participating in programs; coordinates efforts with local resources to facilitate treatment of youth.
- Transports juveniles to detention facilities; visits and evaluates progress of juveniles held in facilities in and out of state.
- Maintains detailed records of information received and daily contacts made with juveniles and others regarding each case; summarizes information and prepares narrative reports.
- Locates additional resources for juvenile programs; gathers information in support of funding requests: write grant proposals; conducts special programs funded by grants: prepares narrative and statistical reports to funding agencies; conducts department organized fundraisers.
- Maintains inventory of work equipment; ensures equipment is maintained/repaired.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

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.

Education and Experience:

Bachelor's degree in criminal justice, sociology, or a related field; AND four (4) years of juvenile probation officer experience; OR an equivalent combination of education, training and experience.



CHIEF DEPUTY JUVENILE PROBATION OFFICER

Required Knowledge and Skills

Knowledge of:

- Theories, principles practices of the juvenile justice system, including institutional, out-patient and related child development and family dynamics programs.
- Principles and practices of social service delivery, including crisis intervention, particularly in relation to children, youth and families.
- Techniques of investigation and situational research.
- Interviewing, teaching, behavior modification and counseling techniques for juveniles.
- Practices and procedures of the juvenile criminal justice system.
- Community resources for social services and youth and family support.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Safety practices related to the work.
- Ability to safely carry and use a duty weapon.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Observing, interpreting and accurately recording behavioral events.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate case records and records of work performed.
- Assessing and evaluating the youth or juvenile at risk.
- Developing and monitoring rehabilitation and treatment programs for probationers.
- Recognizing and evaluating patterns of juvenile and adult behavior and performing effective crisis intervention and counseling.
- Taking sound independent action in emergency or crisis situations.
- Providing for the professional development and training of staff.
- Interpreting, applying and explaining complex federal, state and local laws related to the administration of a juvenile justice services system.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Safely and effectively utilize a firearm/duty weapon.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.



CHIEF DEPUTY JUVENILE PROBATION OFFICER

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.
- Nevada POST certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 50 pounds, strength to subdue persons, to drag, carry and lift persons and objects; dexterity to utilize firearms/duty weapons; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

Work is subject to exposure to frequent travel and traffic conditions when traveling from one office to another, hazardous chemicals, fumes, gasses, dust noxious odors, blood and bodily fluids, as well as adverse environmental conditions.