



JOB DESCRIPTION

JOB TITLE:	Chief Juvenile Probation Officer	FLSA:	Exempt
DEPARTMENT:	Juvenile Probation	GRADE:	D2
REPORTS TO:	District Court Judges	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for 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.

- Manages and directs 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.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Provides leadership, guidance, advice, professional opinion, information, research, and support regarding department activities.
- Plans and develops service programs which help protect the community, prevent delinquency, reduce recidivism, keep youth in school, and build competency in the youth involved in department programs; responds to requests for information; provides technical information to other participants in the Juvenile Probation system; identifies and researches technical issues, and recommends solutions.
- Coordinates activities and assists the public, other County departments and agencies, other jurisdictions, State and federal agencies, and other entities.
- Promotes acceptance of departmental goals and objectives through personal contact and written communication with judges, cooperating agencies and the community.
- Prepares and implements strategies for the prevention of delinquency and the rehabilitation of juvenile offenders; provides advice and assistance to the District Court Judge.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations.
- Represents the County in meetings with representatives of governmental agencies and the public; makes presentations before various advisory committees, legislative, and community groups.
- 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.

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 JUVENILE PROBATION OFFICER

ESSENTIAL FUNCTIONS: (continued)

- Monitors developments and legislation related to personnel matters, evaluates their impact upon County operations and recommends and implements policy and procedural improvements.
- Performs Deputy Juvenile Probation Officer duties as required.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Ability to safely carry and use a duty weapon.

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 five (5) years of juvenile probation services experience at a management level; OR an equivalent combination of education, training and experience.

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.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- 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.
- Principles and techniques of making effective oral presentations..



CHIEF JUVENILE PROBATION OFFICER

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Collecting, interpreting, evaluating and drawing conclusions from narrative and statistical reports.
- Planning, organizing and administering a juvenile justice services system, which includes institutional, off-site, intervention, therapeutic and related services and programs; administering programs and staff through subordinate supervision.
- 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.
- 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.
- Making effective oral presentations to large and small groups.
- Use and safety of a firearm/duty weapon.

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.

Mobility to work in typical office setting and in the field; agility to use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; dexterity to utilize firearms/duty weapons; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.

Work is subject to performance under exposure to adverse environmental conditions, frequent travel, bio hazards, and intense noise.