

# Job Description – Detention Superintendent/Intake Juvenile Probation Officer

**Position Title:** Detention Superintendent/Intake Juvenile Probation Officer  
**Grade/Step:** JP34 /Step 1  
**Reports to:** Assistant Director  
**FLSA type:** Non-Exempt

## General Summary:

The Detention Superintendent/Intake Juvenile Probation Officer will act as first assistant to the Assistant Director. Under the direction of the Assistant Director, they will provide overall supervision of the Residential Services and performs duties as a Probation Officer. Designs, modifies and implements education programs and activities for the children detained in the Pre and Post Adjudication Facility and is able to solve diverse problems as they arise. Maintains center compliance with written policies and procedures and reviews said policies and procedures for revisions to ensure consistency and continuity in operational procedures. Provides on-going training and coaching to Shift Supervisors and JSO's to promote the personnel and professional growth and development of Detention Services personnel.

## Essential Job Functions:

- Under the direction of the Assistant Director, provide for the temporary custody of youth pending court disposition and court ordered to the Residential Program. Provides for and supervises the collection of the detention, residential program statistics.
  - Perform the duties of the Facility Administrator.
  - Conducts interviews for new employees.
  - Directs and is responsible for all phases and programs of the Detention and Probation Programs.
  - Provide accurate and effective communication between administrative personnel and line personnel.
  - Oversees the case flow of all casework staff and training requirements of all Probation and Detention staff.
  - Ensures quality performance of all personnel according to Title 3 of the Texas Family Code.
  - Updates and maintains administration and detention Policy and Procedure manuals.
  - Oversees the quality of performance of all personnel through personnel evaluations, Assist in the development of the Departments budget.
  - Conduct intakes on youth referred to the department.
  - Monitor and Supervise probationers to ensure their compliance with all orders of the Court and/or Conditions of Probation.
  - Counsels with the Offender and his/her parents, spouse, relatives, etc.
  - Keeps Assistant Director informed of the status of the Department.
  - Directs Shift Supervisors in daily operation and leadership.
  - Ensures departmental compliance with Texas Administrative Standards.
- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

### **Additional Responsibilities**

- Ability to communicate and work with Department staff, Supervisor's, Elected Officials, Law Enforcement, Public, Families, residents and other County Officials.
- Prepare Daily reports, Court Orders, Department Memorandums.
- Must possess the ability to operate office equipment such as computer, (Windows application) copy machine, fax machine, postage machine, calculator and telephone system.
- Ability to follow instructions, and use initiative in scheduling own work load.
- Ability to perform complex supervisory work in planning, organizing and direction of the activities of the Department.
- Required to be On-Call Rotation.
- Any assignments assigned by the supervisor within the scope of the department.
- Office/Field Environment – working with juveniles; periodically working irregular hours; working on an “On-Call” basis; traveling from site to site; working closely with others.
- Maybe required to travel for training purposes.

### **General Qualification Guidelines:**

#### **Experience, Education and General Qualifications**

A High School diploma or its equivalent and graduate from an accredited College or University with a Bachelor (preferred Master's Degree) in Corrections and/or Behavioral Sciences, in addition experience in Probation, Corrections, and Youth Residential Facility with at least one (1) year in a residential setting; must be 21 years of age or older, successfully pass physical, urinalysis and through background investigation, under Texas Administrative Code, Title 37 Public Safety and Corrections Part XI, Texas Juvenile Justice Department Chapter 343, Section 3: An incumbent to comply with State Standards and be of good moral character. Must be able to pass Handle with Care Restraint and CPR/First Aid Training. Must be able to pass the JPO and JSO certification exam and maintain certification status.

#### **Knowledge, Skills and Abilities**

- Thorough knowledge of organizational and administrative methods and procedures.
- Thorough knowledge of budgetary procedures and matters.
- Thorough knowledge of management, organizational and administrative methods and procedures.
- Extensive knowledge of principles, procedures, and trends of social casework.
- Thorough knowledge of Federal and State laws.
- Ability to perform complex supervisory work in planning, organizing and directing the activities of the Department.
- Ability to Supervise.
- Ability to communicate effectively with personnel in lower and upper echelon positions.
- Ability to speak in public and perform varied public relations activities.
- Ability to perceive and understand the needs of the individual offender in order to utilize the available resources completely.
- Extensive knowledge of the Texas Family Code.
- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

**Registration, Certification or Licensure**

- Must possess a valid driver’s license, must have an accredited College or University with a Bachelor (preferred Master’s Degree) in Corrections and/or Behavioral Sciences.
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**Physical Demand Code**

Standing, Sitting, Walking, Carrying, Reaching, Vision, Hearing, Talking, Reading, Writing, Driving.

**Special Conditions**

Must have reliable vehicle and working telephone.  
 Ability to work independently, multi-task and prioritize.  
 Have reading, writing, spelling and math skills.  
 Ability to communicate and work with Department staff, Supervisor’s, Elected Officials, Law Enforcement, Public, Families, residents and other County Officials.  
 Prepare Daily reports, Court Orders, Department Memorandums.  
 Ability to follow instructions, and use initiative in scheduling own work load.  
 Ability to perform complex supervisory work in planning, organizing and direction of the activities of the Department.

**Working Conditions**

- Environmental Factors – Use of cleaning chemicals, maybe subject to unpleasant odors, bodily fluids and or hazardous materials.

**NOTE:** This job description covers the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.

**Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Van Zandt County and I recognize that job duties may be changed, amended or supplemented at any time, and that such changes will supersede this job description.

\_\_\_\_\_  
Employee signature

Date \_\_\_\_\_