

# **Job Advertisement: INTERNAL/EXTERNAL**

**Job Title: Juvenile Probation Officer I**

**Opening Date: January 14, 2026**

**Closing Date: Until Filled**

## **General Summary:**

Performs complex social service work in conducting pre-court investigations, intake, interviews, field visits, home visits, school visits, court testimony and supervision of administratively assigned cases. Supervise and evaluate all cases assigned to ensure that the youth is in compliance with all orders of the court. The ability to work in a multi-task, fast-paced office setting. Be willing to obtain additional training, skills, experience and certified as a Juvenile Probation Officer as the Texas Juvenile Justice Department prescribes.

## **Essential Job Functions:**

- Compiles the results of the pre-court investigations into written form for distribution to designated administrators, the County, and other designated Officer of the Court.
- Supervises cases administratively assigned according to techniques and standards for the correction and reintegration of the offender.
- Compiles and fulfills all regulations and provisions for the proper referral and follows through with community resources for the promotion of the offender's best interests and inter-agency cooperation.
- Compiles and fulfills all regulations and provisions for the transfer of cases within and without the State.
- Conduct after hour supervision and curfew checks in high-risk environments.
- Monitor and supervise all probationers to ensure their compliance with all Orders of the Court and/or Conditions of Probation.
- Reports all violations of probation to the appropriate designated Officer of the Court.
- Counsels with the offender and his or her parents, spouse, relatives, etc.
- Report immediately any suspected abuse or neglect to the local Department of Human Services.
- Compiles necessary records and reports.
- Addresses and instructs groups in accordance with favorable public relations as administratively assigned.
- Conducts home visits, school visits, field visits and court room testimony.
- Conducts all duties of a Juvenile Probation Officer.
- Will perform detention hearings and assist with other hearings as directed.
- Conduct intakes on youth referred to the department.
- Must be able to work Mondays and/or Tuesdays until 7 pm.
- Must be able to work in Community Service 2 times per month (weekends)
- Must be able to work in the detention facility as needed.
- 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.

- Must be able to provide transportation before/after hours and/or on weekends and Holidays.

### **Additional Responsibilities:**

- Ability to work independently and make sound decisions in high-pressure situations.
- Excellent written and verbal communication skills, including report writing abilities.
- Ability to communicate and work with department staff, supervisors, Elected Officials, Law Enforcement, public, families, residents and other County Officials.
- Prepare daily reports, Court Orders, department memorandums, perform courtroom testimony.
- 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 workload.
- Performs On-Call duties as administratively assigned.
- Perform assignments assigned by the Director within the scope of the department.
- Office/Field Environment – working with juveniles; working irregular hours; working on an “On-Call” basis; traveling from site to site; working closely with others.
- May be required to travel for training purposes.
- Able to work Holiday’s, weekends and inclement weather.
- Be able to work flexible hours, may include some late evenings, weekends and work shift work as directed.
- Regular attendance is required.
- Dual Certification for JSO and JPO and perform all duties.
- Ability to provide transportation of juveniles.
- Must be available to assist with facility emergencies and/or staffing shortages.

## **General Qualification Guidelines:**

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

Graduate from an accredited College or University with a Bachelor’s Degree, with the experience in juvenile correctional work or in a related field, in addition experience in Probation, Corrections, and/or Youth Residential Facility with at least one (1) year in a residential setting; (preferred), must be 21 years of age or older, successfully pass physical, urinalysis and thorough 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.

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

- Through knowledge of the principles and techniques of social casework
- Extensive knowledge of Title 3, Texas Family Code.
- Thorough knowledge of the techniques of preparing case records and related documents.
- Understanding the human behavioral patterns and ability to apply good judgement on problems of the individual.
- Ability to make effective contact with the offenders, relatives and other individuals and agencies in counseling and securing necessary information.
- Ability to successfully complete and or pass all training, tests, and examinations required by Texas Juvenile Justice Department.
- Working knowledge of Windows 11 Professional, MS office products, word/excel/outlook.
- Type a minimum of 45 WPM.
- Possess good telephone skills.
- Be willing to obtain additional training, skills, experience and certifications as the Texas Juvenile Justice Department prescribes.
- Knowledge of Texas Juvenile Justice Department Standards.
- Knowledge of the principles and practices of record keeping and report preparation.
- Knowledge of local and state law enforcement agencies, schools and social service agencies.
- Pertinent Federal, State and Local laws, codes and regulations.
- Ability to make sound decisions and use good judgement.
- Interpret and explain county policies and procedures.
- English usage, spelling, grammar and punctuation.
- Ability to speak in public and perform varied public relations activities.

### **Registration, Certification or Licensure**

- Must possess a valid driver's license, graduate from an accredited College or University with a bachelor's degree with experience in juvenile correctional work or in a related field.

### **Physical Demand Code**

Standing, Sitting, Stooping, Walking, Carrying, Kneeling, Bending, Reaching, Lifting, Pushing, Vision, Hearing, Talking, Reading, Writing, Driving.

### **Special Conditions**

Ability to work independently, multi-task and prioritize.

Ability to read, write, spell and have math skills.

Prepare daily reports, Court Orders, department memorandums.

Ability to follow instructions and use initiative in scheduling own workload.

Have sound judgement; maintain confidentiality and good communication skills.

Must have a reliable vehicle and working telephone.

Collect probation restitution fees.

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**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.

Annual Salary:           \$53,912.25

Send Resume and letter of interest to:

Van Zandt County Juvenile Probation Department  
323 East Garland  
Grand Saline, Texas 75140  
(903) 962.6292/Office  
(903) 962.6413/Fax

**\*\*EQUAL EMPLOYMENT OPPORTUNITY\*\***

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March 2018  
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