



<b>WORKING TITLE:</b> PROBATION OFFICER II - JUVENILE	<b>CLASSIFICATION:</b> PROBATION OFFICER II - JUVENILE
<b>DEPARTMENT:</b> Yamhill County Department of Community Justice	<b>DIVISION:</b> –Juvenile Probation
<b>PAY RANGE:</b> OPEU 18	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 7720
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> February 5, 2024

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs professional correctional and social case work of a more difficult and complex nature in the investigation, counseling, adjustment, rehabilitation, and guidance of youth with behavioral problems and those coming to the attention of the juvenile court. Performs intake assessment of referred cases. Prepares and coordinates cases for court hearing. Performs related work as required.

***SUPERVISION RECEIVED:***

Works under general supervision of a Program Manager who reviews work for adherence to established policies and standards through conference, review of activities, and case reports.

***SUPERVISION EXERCISED:***

Supervision of other employees is not a responsibility of this classification. May supervise activities of a student intern or volunteer, as directed.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Performs duties similar to juvenile probation officer I in handling juvenile case referrals of a more difficult or complex nature.
- Reviews all referrals to juvenile court services and makes disposition of cases which includes arranging for intake interviews with juveniles and parents. Makes appropriate referrals to other agencies.
- Conducts intake interviews.
- Determines risk level of the youth via the JCP Risk Assessment Tool and helps assigned DDA to determine if action will be taken informally or formally through a court hearing.
- Prepares cases for court hearings.
- Confers with district attorney's office regarding the nature and facts of cases and ensures that necessary legal documents are prepared.
- Provides support to assigned DDA during the jurisdictional and dispositional stages of hearing.
- Presents facts of cases to the court.

- Makes dispositional recommendations to and carries out orders of the court.
- Supervises juveniles placed on probation by the court or informal disposition agreements by the juvenile department.
- Coordinates case management with other community partner agencies and residential programs.
- Prepares and presents information to the court on minors committing violations while on probation.
- Prepares written case reports/notes and maintains records necessary for effective supervision of a high-risk caseload
- Serves as liaison between juvenile court services and other agencies including handling court hearings, preparing legal documents, coordinating general services between the department and other agencies, handling emergency referrals, and providing services to children and families in crisis situations.
- Participates in community programs related to prevention of juvenile delinquency and may address groups concerning departmental programs and activities.
- Conducts custody investigations for domestic relations matters when directed by the presiding judge or supervisor.
- Provides services beyond normal office hours as necessary and is available after normal office hours for on-call purposes, as assigned.
- Recommends improvements in intake, probation, administrative and other office procedures, and practices.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Court procedures and processes.
- Psychology and sociology related to behavior and adjustment problems of juveniles and other therapeutic principles and methods of treating these problems.
- Child welfare laws including detention, probation, and parole.
- Juvenile court procedures and rules of evidence.
- Small group counseling methods and techniques.
- Investigatory techniques.
- Preparation and service of legal documents.
- JCP risk assessment screening tool.
- Sex Traffic Vulnerability Screening assessment.

#### **SKILL IN:**

- Communication, observation and interviewing techniques.
- Preparing comprehensive, accurate, clear reports and legal documents.

#### **ABILITY TO:**

- Manage a heavy case load, involving timely completion of work.
- Communicate effectively, both orally and in writing.
- Interact in a professional manner during stressful and/or emotional situations.
- Develop and maintain effective working relationships with juveniles, parents, community

partner agencies, judges, and co-workers.

- Attend work on time as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Two years' experience in juvenile counseling, probation, or other youth services requiring working experience with child welfare laws and corrections. Graduation from an accredited school with major course work in behavioral sciences.

Juvenile Counselor Certification from the Oregon Juvenile Department Directors Association is required.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle, or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

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

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the*

*above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*