



WORKING TITLE: PROBATION OFFICER I	CLASSIFICATION: PROBATION OFFICER I - JUVENILE
DEPARTMENT: COMMUNITY JUSTICE	DIVISION JUVENILE PROBATION
PAY RANGE YCEA16	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs professional correctional and social casework of a basic nature in investigation, counseling, adjustment, rehabilitation and guidance of children with behavioral problems, and those coming to the attention of the juvenile court. Responsible for intake assessment of referred cases; prepares and coordinates cases for court hearing. Also manages the diversion caseload when assigned. Performs related work as required.

SUPERVISION RECEIVED:

Works under supervision of a Program Manager and Probation Supervisor who regularly reviews work for adherence to established policies and standards through conference and analysis of case reviews. Some independent judgment is required with respect to methods and procedures with close supervision provided by consultation on a regular basis.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of this class.

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:

- Reviews delinquency referrals, schedules intake interviews with youth and parents, and also makes appropriate referrals to other agencies.
- Conducts intake interviews.
- Completes a risk assessment of the case to help determine appropriate supervision of cases.
- Gathers information on cases for court hearings.
- Confers with district attorney's office regarding the nature and facts of cases.
- Ensures preparation of legal documents as necessary.
- When called upon, addresses the Court during jurisdictional and dispositional stages of hearing.
- In coordination with the assigned Deputy District Attorney, makes dispositional recommendations to and carries out orders of the court.

- Supervises juveniles placed on probation by the court and informal disposition agreements by the juvenile department.
- Coordinates case management with other agencies and residential programs.
- Prepares and presents information to the court on minors committing violations while on probation.
- Serves as liaison between the juvenile division, schools, and other agencies regarding any problems with juveniles.
- Provides general information to the public as requested concerning juvenile problems and prevention or treatment of juvenile delinquency.
- Handles emergency referrals involving crisis situations and provides necessary services.
- Prepares written case reports and maintains records necessary to the effective operation of a juvenile case load and other activities.
- Provides services beyond normal office hours as necessary and is available after normal office hours for on-call purposes, as assigned.
- Recommends improvements for intake, probation, administrative, and other office procedures, and practices.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles, practices, and procedures of the Juvenile Department.
- Juvenile delinquency laws including detention, probation, and parole.
- Collateral Agency partners and community resources.
- Psychology and sociology related to behavior and adjustment problems of juveniles and other therapeutic principles and methods of treating these problems.

SKILL IN:

- Communications, observation, and interviewing techniques.
- Preparing comprehensive, accurate, and concise reports.
- Organizing materials and documents.
- Communicating orally and in writing.

ABILITY TO:

- Manage a heavy case load, involving timely completion of work.
- Communicate effectively orally and in writing.
- Interact effectively and in a professional manner in stressful and/or emotional situations.
- Work under reasonably close supervision relating to juvenile cases.
- Develop and maintain effective working relationships with juveniles, parents, other agency personnel, judges, and the public.
- Write concisely and perform case management tasks, including documenting via electronic systems.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Operate in the Juvenile Justice Information System.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in behavior sciences is required. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

SPECIAL QUALIFICATIONS REQUIRED:

Juvenile counselor certification from Oregon Juvenile Department Directors Association is required within one year of appointment.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. 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:

Employee 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 may involve travel to client's 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 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.