CLASS SPECIFICATION

JUVENILE PROBATION OFFICER I

DEFINITION

Under close supervision, receives training to investigate, assess, and supervise juvenile offenders and/or court wards; make arrests of juvenile offenders or those in violation of court orders; make recommendations and prepare court reports and forms; aid in the social rehabilitation of juvenile offenders including case plans and counseling; represent the Department in court, at institutions, foster homes, and community agencies; and perform related work as required and in a manner consistent with the policies, procedures, and practices of the Department of Juvenile Services and in compliance with NRS Chapter 62.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor’s degree from an accredited college or university in the behavioral sciences, criminal justice, human services, social work or closely related field.

LICENSE OR CERTIFICATE

Successful completion of the Nevada P.O.S.T. (Peace Officer’s Standards Training) academy in the first year of employment including passing the Nevada P.O.S.T. Physical Fitness Examination. CPR/First Aid certification upon appointment at own expense.

A valid Nevada Class C driver’s license is required at the time of appointment and for continued employment in this classification.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Juvenile Probation Officer series. Incumbents perform basic assignments, receive continuous training, and work under close supervision. A Juvenile Probation Officer I is expected to advance to the Probation Officer II class after successful completion of training, two years supervised probation casework and at the discretion of the department head. It is distinguished from the Probation Officer II by the fact that incumbents in the Juvenile Probation Officer I position perform a range of duties under closer supervision that is reviewed and monitored more frequently.

SUPERVISION EXERCISED

N/A

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Receive training in a wide range of juvenile probation subject areas and assignments; interview clients, relatives, acquaintances, complainants, victims, and others to determine attitude toward and nature of the offense, personal and social adjustment, school, family, work history, living conditions and environment, or other circumstances as needed to correctly assess the risk and needs of the offender.

Gather pertinent information for purposes of investigation and/or assessment.

Receive on-going training on case management, probation supervision practices and techniques in order to prepare case plans, court reports, and other written documentation.
Testify in both juvenile and adult court as required.

Under supervision, submits petition requests; makes detention admission/release decisions; provides pertinent information for purposes of classification, custody, transports and other safety measures.

Explain youth’s legal status and conditions of probation to youth, family and appropriate parties; schedule subsequent contacts, arrange for referrals and services.

Develop skills to counsel juveniles, in compliance with conditions of probation and a case plan, by discussing with the youth and parents the goals of the plan and the family involvement; make home visits to assess youth’s adjustment and living conditions; make school visits to monitor youth’s progress; make employer contacts when appropriate; conduct drug and alcohol screening.

Confer with supervisor regarding youth’s progress, the need for modification or revocation of probation, the feasibility of termination of probation, and to obtain assistance with cases.

Make arrests of probation violators and youth involved in delinquent acts.

Place youth in foster homes and institutions, counsel youth to prepare for placement, coordinate placement activities, counsel foster parents, obtain clothing and supplies, and maintain regular contact to assess progress.

Attend staff meetings; participate in training programs; maintain flexible work schedule. Serve as duty officer as assigned which includes weekends, nights and holidays.

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
County, department and divisional policies, practices, and procedures relevant to area of assignment.

Computer software specific to the department/division.

Laws, rules, and regulations related to area of assignment.

Procedures for accessing funds (such as Medicaid for residential treatment).

**Ability to:**
Apply casework methods and procedures.

Prepare clear, concise and accurate records and reports.

Apply interviewing and investigative techniques effectively.

Apply counseling methods and practices effectively.

Apply de-escalation techniques effectively.

Review information, identify problems and arrive at a logical conclusion.

Remain calm in emergency and/or stressful situations.

Apply crisis intervention strategies.
Safely use physical restraints and OC spray authorized for use by Juvenile Services.

Weigh client needs against community protection.

Testify in court proceedings.

Write departmental and court reports.

**Entry Level** (Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)

**Knowledge of:**
Juvenile Justice principles and practices.

Principles and techniques of interviewing.

Basic counseling methods and practices.

Casework methods and procedures.

**Ability to:**
Exercise emotional control.

Understand and execute oral and written instructions.

Read, interpret and apply pertinent laws, statutes, codes and regulations including administrative and departmental policies and procedures.

Accurately observe and recall information.

Plan and organize work to meet schedules and timelines.

Maintain the confidentiality of case records.

View information, identify problems, and arrive at logical conclusion.

Communicate effectively both orally and in writing.

Operate a personal computer and software programs.

Establish and maintain effective working relationships with those contacted in the course of work.

Apply casework method and procedures.

**SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT**
*Essential duties require the following physical skills and work environment.*

Graduation from high school or possession of a General Education Development (G.E.D.) Certificate.

Must be 21 years of age at the time of application.

Must be a United States Citizen at time of application.

A person may not be appointed to perform the duties of a peace officer if he or she has:

- Been convicted of a felony in this State or of any offense which would be a felony if committed in this State.
- Been convicted of an offense involving moral turpitude or the unlawful use, sale or possession of a controlled substance; or as listed in NRS 62B.270.
- A documented history of physical violence.
- Resigned in lieu of termination or been terminated from any civil services employment for substantiated misconduct involving dishonesty as described in NAC 289.110.

Required to maintain Basic P.O.S.T. Certificate as Category I/II Peace Officer per NRS/NAC 289 for continued employment in this classification.

Successful completion of Defensive Tactics annually for continued employment in this classification.

Successful completion of Department approved and mandated training for continued employment.

Will work on-call rotation including weekends, holidays and evenings and maintain a flexible work schedule.

Must submit to a TB test upon appointment at own expense.

Ability to stand, sit, walk, run, stoop, twist upper body. Ability to lift 50 lbs. Strength and dexterity to conduct physical restraints and make arrests. Sufficient vision, speaking and hearing skills for the purposes of monitoring and communicating with juveniles, other department staff and the public.