CLASS SPECIFICATION

JUVENILE PROBATION OFFICER II

DEFINITION

Under general supervision and guidance, the incumbents 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 and two years of full-time experience performing Probation Officer work.

LICENSE OR CERTIFICATE

Must possess a current and valid Nevada Commission on Peace Officer’s Standards and Training (P.O.S.T.) Basic Category I or II Certificate at time of appointment.

Out of state applicants must meet P.O.S.T. requirements per Nevada Administrative Code (NAC) 289.200 and may need to successfully complete an in-lieu academy on Nevada State Law.

Out of state applicants must pass the P.O.S.T. Academy challenge exam with a 70% or higher score within one (1) year.

Maintain CPR/First Aid certification for continued employment.

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 journeyman level of the class. A Probation Officer II is generally able to complete assignments independently. However, the Probation Officer II still works under supervision and consults with supervisors. A Probation Officer II is expected to exhibit competent casework skills including counseling clients and families, consulting with other professionals and integrating services.

SUPERVISION EXERCISED

May provide direction for student interns and volunteers.

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

Performs 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.

Contact public officials, community agencies, and employers to verify prior delinquent history and other
pertinent information gathered during interviews. Maintain case records and prepares periodic reports
summarizing youth’s progress and involvement with the Department.

Prepare case and court reports describing the youth, the offense, life situations, and the recommended case plan.
Testify in court as needed.

Provide recommendations regarding the filing of a petition; approve admission or release of juvenile to detention
facility; recommend special classification status for juveniles in custody, transports juveniles.

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

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.

May be assigned to a specialty unit as deemed appropriate.

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 case work 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 effectively.
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.

**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.
Safely use physical restraints and OC spray authorized for use by Juvenile Services.
Formulate and modify case work methods and procedures with client’s needs.
Prepare clear, concise and accurate casework documentation.
Manage angry and noncompliant clients in a professional manner.
Maintain the confidentiality of case records.
Weigh client needs against community protection.
View information, identify problems, and arrive at logical conclusion.
Plan and organize work to meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a personal computer and software programs.
Establish and maintain client rapport on an individual basis.

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

**SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT**

*Essential duties require the following physical skills and work environment.*

Must meet P.O.S.T. requirements per Nevada Administrative (NAC) 289 in its entirety.

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.

Required to complete P.O.S.T. continuing education requirements in accordance with 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 yearly for continued employment.

Ability to stand, sit, walk, run, stoop, twist upper body. Ability to lift up to 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.