DEFINITION

Under general supervision, performs a broad range of difficult and complex case work in Juvenile Services programs; and performs related work as required.

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 four years of full-time experience as a Juvenile Probation Officer II with Washoe County.

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 and for continued employment.

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.

Must 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.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Juvenile Probation Officer classification series. The Juvenile Probation Officer III is distinguished from the Juvenile Probation Officer II by its ability to perform a wide range of complex professional probation officer assignments requiring a higher level of skill and independence and with a thorough knowledge of department policies and procedures.

SUPERVISION EXERCISED

May provide work coordination and direction for staff, student interns and volunteers.

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

Perform 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 who may present with mental health diagnoses, sex offending behaviors, gang involvement and/or violent histories; contact public officials, community agencies and employers to verify prior delinquent history and other pertinent information gathered during interviews.
Maintain case records and prepare 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.

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

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; conduct home and personal searches for the presence of drugs, alcohol, drug paraphernalia, weapons, graffiti materials, burglary tools and/or stolen property.

Make arrests of probation violators, youth involved in delinquent acts and law violating adults per NRS 289.180.

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.

Conduct secure transports of youth offenders to the Washoe County Jail, State of Nevada Correctional Facilities, psychiatric placements, District Court or other placements or appointments.

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.

Maintain P.O.S.T. Category I or II requirements by demonstrating proficiency in Defensive Tactics, OC Spray and weapons retention annually.

Attend staff meetings; participate in training programs; maintain flexible work schedule; serve as duty officer as assigned which includes responding to emergency and non-emergency situations during off hours, including 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.

Federal, state and local laws and regulations related to area of assignment.

Computer software programs specific to the department/division.

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

**Ability to:**
Perform a wide range of complex professional probation officer assignments.

Operate computer programs specific to the division.
**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Modern juvenile probation principles and practices.
Counseling, interviewing, and interviewing techniques and practices.
Intervention strategies, resources, placement and treatment options.
Socio-economic conditions, trends and factors that promote stable family life.
Principles of individual and group behavior.
Physical, mental and emotional issues associated with juveniles/youth receiving services from Juvenile Services.

**Ability to:**
Apply case work methods and procedures.
Apply interviewing and investigative techniques.
Skillfully interview people and deal with hostile, aggressive clients.
Prepare clear, concise and accurate records, reports, petitions, and departmental court and case reports.
Apply counseling methods and practices effectively.
Apply de-escalation techniques effectively.
Collect and analyze information drawing sound conclusions, project consequences of proposed actions and develop appropriate recommendations.
Establish priorities and organize work to meet schedules and deadlines.
Demonstrate initiative and judgment within established procedural guidelines.
Exercise emotional control and remain calm in emergency and/or stressful situations.
Apply crisis intervention strategies effectively.
Coordinate resources and services.
Testify in court proceedings.
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, OC spray and other officer safety tools 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.
Maintain the confidentiality of case records.
Weigh client needs against community protection.

Establish priorities and organize work to meet schedules and deadlines.

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 clients from a wide range of socio-economic backgrounds, division staff, representatives of other departments, and community agencies.

**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.

A person may not be appointed to perform the duties of a peace officer per NAC 289.110 unless he or she:

(a) Has undergone a complete and documented investigation of his or her background which verifies that the person has good moral character and meets the minimum standards established by the Commission;
(b) Is a citizen of the United States;
(c) Is at least 21 years of age at the time of the appointment;
(d) Has successfully completed the 12th grade or has been certified by an appropriate authority as having an equivalent education; and
(e) Has undergone a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect his or her performance of the duties of a peace officer. The employing agency shall inform the examining physician of the specific functions required by the position to be filled.

The investigation of the background of a person required pursuant to the above must include, without limitation:

(a) An investigation of the current and past employment history of the person, including, without limitation, an examination of the duties that have been assigned to the person and any performance evaluations of the person;
(b) An inquiry into the criminal history of the person in the State of Nevada and in any other state where the person is known to have resided, which must include, without limitation, any warrants issued for the person and the submission of the person’s fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report;
(c) An inquiry to the Department of Motor Vehicles and the appropriate entity in each other state in which the person is known to have resided regarding any driver’s licenses the person has held and the driving record of the person;
(d) A financial history of the person;
(e) The educational background of the person;
(f) The history of any military service of the person;
(g) A history of each physical address where the person has resided;
(h) A drug screening test;
(i) A psychological evaluation; and
(j) The use of a lie detector as defined in NRS 613.440 for a peace officer being appointed as a category I, category II or reserve peace officer.

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

(a) Been convicted of a felony in this State or of any offense which would be a felony if committed in this State;
(b) Been convicted of an offense involving moral turpitude or the unlawful use, sale or possession of a controlled substance;

c) A documented history of physical violence; or
d) Resigned in lieu of termination or been terminated from any civil service employment for substantiated misconduct involving dishonesty, and has not been reinstated as a result of a judicial action or any available appeal or remedy relating to the resignation or termination, including, without limitation, any civil service appeal, direct administrative appeal or collective bargaining remedy. For purposes of this paragraph, “dishonesty” includes untruthfulness, deception, misrepresentation, falsification, and dishonesty by admission or omission.

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.

Must be willing to 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.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.