



## CLASS SPECIFICATION

Class Code: 60018301  
Date Established: 02/2016  
Last Reviewed: 11/2023  
Last Revised: 11/2023  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 months

### JUVENILE PROBATION OFFICER III

#### **DEFINITION**

Under general supervision, performs a broad range of difficult and complex casework in Juvenile Services programs in a manner consistent with the policies, procedures, and practices of the Department of Juvenile Services and in compliance with NRS Chapter 62; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited university or college in 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.

Must be 21 years of age at time of application.

Must be a United States Citizen at time of application.

#### **LICENSE OR CERTIFICATE**

Must possess a current and valid Nevada Commission on Peace Officers Standards and Training (POST) Basic Category I or II Certificate at time of appointment and must maintain POST requirements per NRS/NAC 289 for continued employment in this classification.

CPR/First Aid certification upon appointment at own expense and 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 in this classification.

#### **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 lead direction over staff.

**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; administer standardized assessments; 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.

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.

Perform arrest, search, and seizure activity safely and within the confines of the law.

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 responding to emergency and non-emergency situations during off hours, including weekends, nights, and holidays.

Conduct secure transport of youth offenders to institutions, jails, correctional programs, and other facilities or programs.

May be assigned to specialized, complex, and challenging cases as deemed appropriate or to other departmental functions to ensure consistent, safe operations.

Provide bilingual/translating services to department staff upon request if applicable.

Represent the Department in court, at institutions, foster homes, and community agencies.

May provide training, coaching, and lead direction for incumbents in the Juvenile Services Probation Officer I and II job classifications.

## **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 specific to the department/division.

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

**Ability to:**

Provide lead direction for other staff.

Perform a wide range of complex professional probation officer assignments.

**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.

Effectively apply interviewing and investigative techniques, counseling methods and practices, de-escalation techniques, and crisis intervention strategies.

Skillfully interview people and deal with hostile, aggressive clients.

Prepare clear, concise, and accurate records, reports, petitions, and departmental court and case reports.

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.

Use proper defensive tactic techniques, restraints, and weapons authorized by the department and within the confines of law.

Use and care for law enforcement equipment and tools as assigned.

Coordinate resources and services.

Understand and execute oral and written instructions.

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

Formulate and modify case work methods and procedures with client's needs.

Maintain the confidentiality of case records.

Weigh client needs against community protection.

Operate a computer and various software.

Establish and maintain client rapport on an individual basis.

Communicate effectively both orally and in writing.

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.*)

Employees in this classification must meet Nevada Commission on Peace Officers Standards and Training (POST) requirements per NRS/NAC 289 for continued employment in this classification.

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

Employees in this classification must maintain POST Category I or II requirements by demonstrating proficiency in Defensive Tactics, OC Spray, weapons retention, and maintaining all other continuing training and education annually.

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

Will work on-call rotation in evenings, on weekends, and holidays and may require flexible work schedules outside of traditional business hours.

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

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.*