



JOB DESCRIPTION

County of Galveston

Juvenile Justice Department

JOB TITLE: Juvenile Probation Officer - Intake

POSITION: 2561180022

EMPLOYEE:

DEPARTMENT: Juvenile Justice

SUPERVISOR: David Terrell

TITLE: Deputy Director - Detention

EMPLOYMENT STATUS: REGULAR TEMPORARY FULL-TIME PART-TIME INTERN

HOURS WORKED: 40 PER WEEK EXEMPT NON-EXEMPT

DATE: December 2011

Emergency Operations

Classification: Tier 1

OVERALL PURPOSE AND OBJECTIVE

Employee functions on a journeyman level with only minimal supervision, with spot checks of completed assignments. Work is reviewed for adequacy and professionalism, ability to make sound recommendations, and thorough investigations, quality or supervisory ability and success in counseling juveniles. Deviations in policy or unusual problems are referred to Assistant Detention Superintendent, or Deputy Director -Detention.

MAJOR RESPONSIBILITIES

1. Make intake and release dispositions on juveniles taken into custody by law enforcement officers, on a daily basis;
2. Prepare and process paper documentation of juvenile's status, including investigation and development of complete background data, on a daily basis;
3. Counsel juveniles and parents or guardians with objectives of resolving problems and improving motivations, attitudes and behavior. Suggest and recommend measures that can be taken by juveniles and/or changes, on a daily basis;
4. Serve as shift Intake Officer in the Juvenile Justice Center supervising Juvenile Detention Officers and juveniles as required, on a daily basis; Assist staff with crisis situation;
5. Perform inspection of all units in Detention program to insure they are free of graffiti; and
6. Make routine inspections of facility and equipment and inform maintenance of necessary repairs;
7. Discuss juvenile's status with the Assistant District Attorney, on a daily basis;
8. Make court appearances pertaining to juveniles in Detention, on a daily basis;
9. Escort or transport juveniles to state institutions, medical appointments, placements, etc., as needed;
10. File Detention Orders with the District Clerk's Office on juveniles who are in Detention and are scheduled to appear in court, on a daily basis;
11. File Detention Orders of all juvenile who are in detention that have been detained in the juveniles folder in Intake Office.
12. Cover open shifts as required, due to sick call-ins, family emergencies, vacation, etc. Assure proper documentation for shift coverage is submitted to the Financial Manager;
13. Complete the Intake Shift Log Book every shift;
14. Complete Common Applications/Social Histories, as required; for court review, on an as need basis;
15. Assist in making arrangements for juveniles to be transported through Interstate Compact;
16. Inventory juvenile's personal property and make sure property is accounted for; assist in maintaining organization of the supply/issue room;
17. Report any mechanical problems or damage of the county vehicles to the Detention Superintendent for repairs, on a weekly basis;
18. As required, address public gatherings, service clubs, fraternal organizations, etc., on the juvenile probation program, on a monthly basis; and
19. Assist program by giving appropriate staff members breaks;
20. Assist in monitoring the TLC Residential Program to ensure program standards are being met as it relates to the coexistence with the detention program; and assist program by giving staff breaks; and
21. Conduct one fire drill every month to ensure staff is aware of proper evacuation protocol;
22. Attendance of all staff meetings required.
23. Must be able to lead and interact through participation in therapeutic, physical, athletic, cleaning, and recreational activities with staff and juveniles;
24. Perform miscellaneous related duties, as required and have ability to react to change productively and handle other essential tasks as assigned.

JOB VACANCY ANNOUNCEMENT

Department: **Juvenile Justice Department**

Date Received
By Personnel Department:

Position No. 2561180022

Title: **Probation Officer/Intake**

Interviewer Name: **Brent T. Norris**

Phone Number: **770-5903**

Location of Work Site: **Jerry J. Esmond Juvenile Justice Center
6101 Attwater Ave., Texas City, Texas 77590**

Number of Days to Post **December 8, 2011 - Until Filled**

In-County: Galveston

Public: **Yes**

Educational Requirements
(See **MINIMUM QUALIFICATIONS** on the attached Job Description)

Does position require a background check?

Yes No

Place and "X" by
Those that apply:

_____ 1st Shift

To Be Determined _____ 2nd Shift

_____ 3rd Shift

Regular Position

_____ Temporary Position

_____ Grant Funded Position

If Grant Funded,
Dates

From: _____

To: _____

Work/Shift Hours

From _____

To: _____

ESSENTIAL JOB FUNCTIONS: These are the most important or major tasks that are necessary for an employee to perform in this position and % of time spent at that duty. This information is mandatory for ADA compliance.

(See MAJOR RESPONSIBILITIES on the attached Job Description)

JOB VACANCY ANNOUNCEMENT

ESSENTIAL PHYSICAL DEMANDS: Please mark and "X" in the appropriate column by those tasks that are applicable to this position.

TASK	Occasional (< 25%)	Frequent (50%)	Continuous (80% +)	Never
Sitting	20%			
Standing	40%			
Walking	40%			
Kneeling	X			
Squatting	X			
Bending	X			
Crawling	X			
Twisting Upper Body	X			
Climbing				X
Carrying (indicate lbs.)	1-45 lbs			
Lifting (indicate lbs.)	1-45 lbs			
Other:				

ENVIRONMENTAL DEMANDS: Please mark an "X" in the column by those environments/hazards the employee will be exposed to.

ENVIRONMENT/HAZARD	Occasional (< 25%)	Frequent (50%)	Continuous (80% +)	Never
Client/Customer Contact			X	
Indoor Activity			X	
Extreme Heat				X
Extreme Cold				X
Extreme Noise				X
Mechanical Hazards				X
Electrical Hazards				X
Explosive Hazards				X
* RADIATION HAZARDS				
* Ionizing				X
* Non-Ionizing				X
Biological Hazards				X
Chemical Hazards				X

JOB VACANCY ANNOUNCEMENT

ESSENTIAL PHYSICAL DEMANDS - cont. Please mark and "X" in the appropriate column by those tasks that are applicable to this position.

ENVIRONMENT/HAZARDS	Occasional (< 25%)	Frequent (50%)	Continuous (80% +)	Never
Fume/Odor Hazards				X
Dust/Dirt/Mites, etc.				X
Toxic Waste Hazards				X
Other:				

Give additional information, not included in any of the above answers that you believe to be important to this position.

The present in-hire salary for this position is \$1,503.86 bi-weekly.

Applications will be accepted at the Galveston County Human Resource Department, which is located At 722 Moody, 3rd Floor, Galveston, Texas 77550. The phone number is (409) 770-5418.

Present employees must submit a current job application.

Requirement: Must have Bachelor's Degree

ADA
(VACANCY.FRM)