



**POSITION DESCRIPTION
STEELE COUNTY**

SECTION I: GENERAL INFORMATION

Position Title: Juvenile Probation Officer	Division/Department: Community Services/Probation Services
Immediate Supervisor's Position Title: Director of Probation Services	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Probation Services, the Juvenile Probation Officer is responsible for performing case management and juvenile probation services, facilitating rehabilitation, deterring delinquent behaviors, and providing restitution to the victim and the community through offender services. Investigates the background of delinquent children in order to assist the court in determining the most appropriate disposition of each case. Develops and implements case plans with assigned children, addressing areas of community protection, competency development and accountability.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts predisposition investigations for assigned cases.
 - a) Interviews the involved parties and obtain case information from schools, law enforcement agencies, victims and other sources. Contacts other key individuals in a juvenile offender's life to assist in the gathering of information and formulating recommendations to court for case disposition.
 - b) Writes reports for the court. Prepares social histories, extended jurisdiction juvenile studies, certification studies, memos, status reports, and sanctions conferences, violations of probation, written recommendations for dispositions and/or motions.
 - c) Makes recommendations to the court and Department of Corrections for offender consequences.
- Manages a caseload of juvenile offenders who are on probation for petty misdemeanors, misdemeanors, gross misdemeanors and/or felony level offences.
 - a) Meets with clients to assist them in successfully completing the requirements of probation.
 - b) Addresses and meets with parents, school representatives, treatment programs, and law enforcement to resolve and address issues that arise due to a client's probation status.
 - c) Monitors and assures compliance with treatment providers.
 - d) Documents and maintains all case management records in accordance with department procedures including all contacts, correspondence, appointments and information concerning a client's probation.
- Places juvenile offenders in facilities (i.e. CD, mental health, correctional, etc.) when appropriate.
 - a) Completes admission criteria, admissions paperwork and provides background information to placement facilities.
 - b) Attends staffing at facilities to monitor client progress and to assure their needs are being met.
 - c) Transports clients to and from facilities for appointments or court.
- Collects bodily fluids and fingerprints from offenders. Submits offender mouth swabs for the collection of DNA sampling for registration with the BCA. Supervises drug testing of offenders per court orders. Arranges for fingerprinting with the Detention Center.

- Collaborates with other agencies to address the needs of clients and to assist them in the development of support systems and programs within the community.
- Attends court hearings to provide assistance on the proceedings; testifies in court trials; provides oral recommendations to the court for juveniles who have violated their conditions of probation.
- Performs other duties of a comparable level or type, as required.
 - a) Keeps abreast of changing legislation, trends and developments in areas of responsibility.
 - b) Participates, attends and/or participates in various professional organizations, as appropriate.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma		BA/BS Degree
	High school diploma or GED.		Major field of study or degree emphasis:
	1 year college		Corrections, Criminal Justice, Sociology, Psychology or a closely related field of study.
		2 years college	
	3 years college	x	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Considerable knowledge of the principles and practice of juvenile probation, child placement and child protection issues. • Knowledge of MN laws and statutes; sentencing guidelines, extended Juvenile Jurisdiction and certification requirements, and interstate compact. • Knowledge of court procedures, decorum and processes. • Considerable knowledge of individual and group behavior. • Knowledge of available community resources and national alternative approaches to juvenile rehabilitation and care. • Knowledge of word processing and specialized court/case management software. • Department documentation requirements and case management requirements. • Knowledge and basic fundamentals of chemical dependency, CD substances commonly abused and CD and drug testing procedures. • Knowledge of community resources, treatment facilities or other community support agencies.
	2nd year graduate level		

Required Work Experience in Addition to Formal Education/Training:

No prior experience required.

**LICENSE/
CERTIFICATION****Identify licenses/certification required:**

A valid MN driver's License. Certification by the MN Department of Corrections as a Probation Agent; Rule 25 Qualified; Level of Service/Case Management Inventory Certification; and various others certifications after hire that may be required by the Department.

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK****Skilled in:**

- Interpersonal and collaborative skills to work constructively within an agency in a community setting and effectively utilize available resources and services in connection with a case plan.
- Planning, organizing and implementing case plans.
- Analyzing and reviewing case issues and materials to make recommendations, and to make fair and impartial decisions concerning case dispositions, detention, and custody of children.
- Rapport building, counseling and interviewing skills.
- Planning and implementing case management functions, monitoring and responsibilities.
- Strong written and verbal communication skills to prepare and present information and facts to the public, the court, clients or community groups and the Department of Corrections.
- Monitoring compliance of conditions of probation with the family and children and to provide appropriate guidance and support.
- Preparing and documenting reports, case information, plans, reports and other information needed to properly maintain case management records.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms	x			
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Duties of the job involves risks from clients with mental health and chemical health issues; past violent or erratic behavior; clients who may be aggressive, volatile, angry and/or hostile; frequent travel in seeing clients at home or at work. May issue orders to have clients placed in custody. Collection and handling of urine for testing and collection of DNA mouth swab samples.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This Position Description reflects an accurate description of the duties and responsibilities assigned to the position.

Department Head's Signature **Date**

Classification History:
Prepared 2/2014 by BCC. Revised 4/4/2014