

NOTICE OF JOB OPENING

Andrews County is currently accepting applications to fill a full time position at the Andrews County Juvenile Probation Department. Applications are available in the Office of the County Judge and online and will be accepted **until position is filled.** Please return application to the Andrews County Juvenile Probation Department located at 215 NW 1st St., Ste 127-A Andrews, Texas or email: cmarshall@co.andrews.tx.us, fax 432-524-1442.

According to Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews County, Texas, 79714.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individuals. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee, which is selected, prior to their acceptance of employment, in order to assure health insurance coverage for the individual. This physical shall include drug testing, as provided by the Personnel Policy.

Job Posting

The Andrews County Juvenile Probation Department is accepting applications for the position of Juvenile Probation Officer (Special Programs).

Essential Job Functions:

- Develop, implement and monitor programs instituted to target the changing needs of juveniles at any given time;
- Monitor compliance of all juvenile under the supervision of the department;
- implement a community service program and monitor community service activities of all juveniles on supervision with the department;
- Conduct daily home, school, and field visits on all juveniles on supervision with the department;
- Seek out, implement, and accompany juveniles on cultural and social events and activities;
- Develop, implement and mediate a life skills curriculum for juveniles on supervision with the department;
- implement an independent living program for older juveniles on supervision with the department;
- Monitor all juvenile's on GPS monitors and be in charge of all GPS unit inventory;
- Monitor attendance of all juveniles in counseling, School and other required appointments;
- Transport "at risk" juveniles to various entities including placement facilities and secure detentions;
- Administer and decipher results of drug testing;
- Assigned on-call duty on a rotating basis;
- Maintain accurate documentation on all events and communication concerning job functions;

Other Job Functions:

- Assists in court testimony, preparation of court paperwork, case planning, assessment administration, and crisis interventions;
- Interaction with law enforcement agencies, local schools, social service agencies and families;
- Consult and confer with juvenile court, and other public officials;
- Other job functions as deemed necessary;

Essential Demands:

- Ability to work a flexible schedule including nights and weekends;
- Ability to pass pre-employment physical, and pre-employment and random drug screening;
- Occasionally restrains out of control juveniles on supervision;
- Position requires sitting, walking, bending, lifting, driving;
- Exposure to indoor and outdoor elements while performing community service, field visits, etc.
- Prolonged travel for training and transport;

Education, Skills and Experience:

- Required - Bachelor's degree in a behavioral science (i.e. criminology, law, social work, psychology, or sociology or related field approved by the Texas Juvenile Justice Department) from an accredited college or university recognized by the Texas Higher Education Board;
- Applicant must possess a Valid Texas driver's license and safe driving record;
- Applicant must be able to obtain Juvenile Probation Officer Certification as regulated by the Texas Juvenile Justice Department within six months;
- Must also have an ability to work with difficult "at risk" clients and their parents;
- Must have No convictions or deferred adjudications for criminal offenses other than minor traffic violations in the past 10 years

Contact:

- **Cory Marshall or Dyane Flora: 432-524-1415**
- Download Application: http://www.co.andrews.tx.us/departments/employment_opportunities.php
 - Application and Resume are required for consideration
 - Salary is Dependent on Experience and includes Fringe Benefits