

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 Juvenile Probation Department, Office of the County Judge or 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 Andrews County Juvenile Probation Department 215 NW 1st ST Ste 127-A, or 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.

ESSENTIAL JOB FUNCTIONS:

- Supervises juveniles on probation, sets goals with juveniles and helps them reach their goals through supervision case management.
- Conducts Random Home, Field and School Visits on a weekly basis, including some weekends
- Keeps timely chronological and computer entries.
- Receives offense referrals and performs preliminary investigations.
- Prepares social histories.
- Makes appropriate disposition recommendations in all cases.
- Maintains timely personal paperwork to include monthly reports, time sheets, and case tracking.
- Complies with legal requirements to ensure juveniles receive full benefits of due process.
- Maintains contact with parents, attorneys, law enforcement and community agencies.
- Coordinates / participates in all aspects of court hearings.
- Makes appropriate referrals to other agencies.
- Seeks / secures alternative placement for juveniles.
- Transports "at risk" clients.
- Assigned on-call duty on rotating basis.

OTHER DUTIES:

Performs other duties as assigned.

ESSENTIAL PHYSICAL DEMANDS:

Occasionally restrains out of control clients. Sitting, walking, bending, standing and driving. Ability to pass a pre-employment physical, as well as Pre-employment and random drug screenings.

ENVIRONMENTAL FACTORS:

Contact with "at risk" clients. Frequent exposure to sunlight, cool, heat etc. on field visits.

EDUCATION ~ SKILLS ~ 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; eighteen post-graduate credit hours in a behavioral science field may be substituted. Applicant must possess a Valid Texas driver's license and safe driving record. Applicant must be a certified juvenile probation officer when hired or able to obtain certification within six months. Must also have an ability to work with difficult "at risk" clients and their parents. No convictions for criminal offenses other than minor traffic violations.