



CLASS SPECIFICATION

Class Code: 60013710
Date Established: 02/2001
Last Reviewed: 11/2023
Last Revised: 11/2023
Last Title Change:
FLSA: non-exempt
Probation: 12 months

JUVENILE PROBATION OFFICER I

DEFINITION

Under close supervision, receives training on a wide range of 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 college or university in the behavioral sciences, criminal justice, human services, social work, or a closely related field.

Must be 21 years of age at time of application.

Must be a United States Citizen at time of application.

LICENSE OR CERTIFICATE

Successful completion of the Nevada Peace Officers Standards and Training (POST) academy in the first year of employment including passing the Nevada POST Physical Readiness Test 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 entry-level class in the Juvenile Probation Officer series which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. Incumbents perform basic assignments, receive continuous training, and work under close supervision. It is distinguished from the Probation Officer II by the fact that incumbents perform a narrower range of duties under closer supervision.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Receive training in 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.

Gather pertinent information for purposes of investigation and/or assessment.

Receive on-going training on case management, probation supervision practices and techniques to prepare case plans, court reports, and other written documentation.

Prepare case and court reports describing the youth, the offense, life situations, and the recommended case plan; testify in court as needed.

Under supervision, submits petition requests; makes detention admission/release decisions; provides pertinent information for purposes of classification, custody, transports, and other safety measures.

Explain youth's legal status and conditions of probation to youth, family, and appropriate parties; schedule subsequent contacts, arrange for referrals and services.

Develop skills to 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; 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.

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 juveniles to any placements or appointments.

Provide service coordination, referral, and ongoing consultation with mental health providers.

May be assigned to specialized, complex, and challenging cases as deemed appropriate or 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.

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.

Computer software specific to the department/division.

Laws, rules, and regulations related to area of assignment.

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

Ability to:

Apply casework methods and procedures.

Prepare clear, concise, and accurate records and reports.

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

Review information, identify problems and arrive at a logical conclusion.

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.

Weigh client needs against community protection.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Juvenile justice principles and practices.

Principles and techniques of interviewing.

Basic counseling methods and practices.

Casework methods and procedures.

Ability to:

Exercise emotional control.

Understand and execute oral and written instructions.

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

Accurately observe and recall information.

Plan and organize work to meet schedules and timelines.

Maintain the confidentiality of case records.

View information, identify problems, and arrive at a logical conclusion.

Operate a computer and various software.

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.

Applicants will be required to:

Pass the Nevada POST physical readiness test for academy candidates.

Pass a detailed background investigation.

Pass a Computer Voice Stress Analysis.

Pass a County approved medical examination, including drug screen, and psychological examination.

Pass the POST physical fitness examination per Nevada Administrative Code (NAC) 289.300 at time of graduation from the Academy.

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.

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.

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 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.