



WORKING TITLE: JUVENILE PROBATION OFFICER SUPERVISOR	CLASSIFICATION: DIVISION MANAGER
DEPARTMENT: DEPARTMENT OF COMMUNITY JUSTICE	DIVISION: JUVENILE
PAY RANGE: NBYCM 24	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: February 5, 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Provides direct supervision of Juvenile Probation Officers within the department. Performs professional correctional and social casework of an advanced nature in investigation, counseling, adjustment, rehabilitation, and guidance of youth with behavior problems and those coming to the attention of the juvenile court and oversees probation staff in providing these services.

SUPERVISION RECEIVED:

Works under general supervision of the Yamhill County Department of Community Justice Juvenile Division Manager. Considerable independent judgment is exercised with respect to methods, procedures, policies, and development of programs related to the operations of the Juvenile Division.

SUPERVISION EXERCISED:

Supervision of Juvenile Probation Officers is a responsibility of this classification. Participates in selecting new personnel, provides training, provides coaching in best practices, evaluates performance, responds to grievances, and recommends personnel transactions.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Supervises probation staff; prepares quarterly job performance evaluations; addresses disciplinary issues; schedules staff coverage; reviews and approves payroll; authorizes overtime; evaluates workload; orients and trains new staff and coordinates on-going training for existing staff.
- Coaches staff in best practice model of supervision.
- Participates in preparation of the annual budget and strategic planning for the Juvenile Department.
- Directs intake assessment, dispositional planning and supervision of youth referred to the department.
- Participates in preparing and updating policies and procedures for the Juvenile Department in coordination with the Manager. Coordinates transfers and courtesy supervision requests both to and from other counties and states.

- Confers with parents regarding complaints; answers inquiries from the public involving policy decisions.
- Reviews casework and provides consultation to probation staff regarding documentation, contacts, case planning.
- Coordinates on-call/Officer of the Day coverage.
- Provides/coordinates liaisons to collateral agencies.
- Assists in the creation, implementation, and evaluation of program grants.
- May carry a partial caseload of at-risk youth offenders.

JOB SPECIFICATION

KNOWLEDGE OF:

- Court procedures and processes.
- Psychology and sociology as they relate to behavior and adjustment problems of juveniles and of therapy principles and methods to treat their problems.
- Juvenile Criminal Code including detention, probation, juvenile court procedures and rules of evidence, and of legal documents, their preparation and service.
- Models of supervision that are evidence-based and coaching techniques for probation staff.
- JJIS Database

SKILL IN:

- Communications, observation, and interviewing techniques
- Preparing comprehensive, accurate and clear reports.
- Communicating, both orally and in writing.
- Coaching and providing effective feedback to staff

ABILITY TO:

- Act effectively and with maturity in stressful or emotional situations and to develop and maintain effective working relationships with juveniles, parents, other agency personnel, judges, and co-workers.
- Supervise other staff related to caseload management.
- Establish and maintain effective working relationship with offenders, volunteers, civic groups, the public, co-workers, public officials, and other agency members as needed.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from an accredited college or university with major course work in corrections or behavioral sciences; **AND** Five years' experience in juvenile probation services involving a court setting; **OR** any satisfactory equivalent combination of experience and training.

Must possess Juvenile Court Counselor/Probation Officer certification or obtain certification within one year of hire.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work may also involve travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.