



HAYS COUNTY JOB POSTING

Job Title	Juvenile Probation Officer I	Job Number	686-0975-050922
Department Head	Chief Juvenile Probation Officer	Date Open	May 9, 2022
Salary Range Minimum	\$3,646.52 - \$5,469.73 Monthly – Dependent on Experience	Application Deadline	Until Filled

In order to be considered for employment with Hays County submit the following documents:

- Hays County Employment Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Hays County website – www.hayscountytexas.com
- HCHR department
- Request PDF forms from amanda.cowan@co.hays.tx.us

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, 78666
- Fax: 512-393-2227
- Email: amanda.cowan@co.hays.tx.us

Education and/or Experience

• A bachelor's degree from an accredited college or university with either one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by the Texas Juvenile Justice Department, or one year of related work experience.

Other Qualifications, Certificates, Licenses, Registrations

- Texas Juvenile Justice Department certification as a probation officer.
- Must obtain 60 hours of applicable training every two years to remain certified.
- Must hold a valid Texas driver license and liability insurance coverage.
- Driving record must reflect acceptable rating by Hays County to operate a county vehicle.

Required Skills

- Provide supervision services to juvenile probationers and their families, including essential services such as risk assessments, case management, delinquency prevention, crisis intervention, academic and educational support, rehabilitation and treatment.
- Facilitate, prepare, and process case tracking documentation for court and case management related services, including probation status, transfers, revocations, social background investigations, and other recommendations to juvenile courts, and in some cases, criminal courts.
- Professional knowledge of psychology, social work, sociology, education, juvenile and criminal justice, child development, statistics and research, and public policy as it pertains to juvenile offenders.
- Present competent court testimony in juvenile and criminal courts.
- Be present in all court hearings involving juvenile offenders within the department's jurisdiction.
- Professional skill in following oral and written instructions.
- Professional skill in analyzing information and drawing valid conclusions.
- Professional skill in oral communications in both one-on-one and group situations.
- Professional skill in organization and task management.
- Ability to intervene and correct behavior in a manner consistent with instructions received in training.
- Ability to physically restrain youth when necessary and appropriately respond to abusive language and conduct in a manner consistent with instructions received in training.
- Performs other duties as assigned.

Summary

Under the direct supervision of the Chief Juvenile Probation Officer and as an extension of the juvenile court, the Juvenile Probation Officer I provide supervision services to juveniles in the juvenile justice system and their families in compliance with the policies and standards established by the Texas Juvenile Justice Department, County Commissioners, Chief Probation Officer, and the Juvenile Board.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.