

LINN COUNTY CLASSIFICATION

TITLE:	ASSISTANT JUVENILE PROBATION OFFICER	
NUMBER:	621	APPROVAL ORDER
PAY RANGE:	10	NUMBER: 2000-084
CATEGORY:	MANAGEMENT/EXEMPT (part-time)	DATE: February 2, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: This category is considered to be an entry level position; performs professional social casework in the investigation, counseling, adjustment, rehabilitation and guidance of children and adolescents falling under the jurisdiction of the Juvenile Court; may be assigned to supervise youth assigned to community service or work crew.

SUPERVISION RECEIVED: Works under the close supervision of the Supervising Juvenile Probation Officer who assigns duties, provides guidance and reviews performance for results obtained.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification but an incumbent may assist in the training of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. May assist Juvenile Probation Officers while Interviewing juveniles in detention and/or shelter care for the purpose of determining if release or continued care is necessary, arrange for release or, if a hearing is necessary. Communicate with other counties or states, if child is from other jurisdiction.
2. May assist Juvenile Probation Officers while interviewing juveniles referred for criminal behavior and their families; determine legal relationships.
3. May assist Juvenile Probation Officers in making referrals to social service agencies or community service; contact victims regarding restitution.
4. Supervise youth assigned Juvenile Community Service/Work Crew Program including the supervision of youth at community work sites.
5. May assist Juvenile Probation Officers in conferring and coordinating with public/private agencies and utilize community resources to aid in case planning and placement of juveniles.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

8. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Some knowledge of behavioral and adjustment problems of juveniles and some knowledge of the methods of treatment. Some knowledge of detention facilities, their use and procedures. Some knowledge of the juvenile court process and the child welfare laws of the State of Oregon. Some knowledge of law enforcement agencies and their procedures. Some knowledge of community and state resources available for treatment. Some knowledge of the State of Oregon's Criminal Code and, specifically, law pertaining to juveniles.

Skill to interview using a knowledge of interviewing techniques. Skill to objectively assess individual work performance and make recommendations based on those observations. Skill to operate computers. Skill to operate equipment, power and hand tools, safely and effectively.

Ability to establish and maintain working relationships with staff, superiors and other agency personnel. Ability to communicate effectively both orally and in writing. Ability to understand and follow oral and written instructions. Ability to establish and maintain an effective working relationship with clients, parents, guardians, and other significant personnel. Ability to work with juveniles within the juvenile justice system. Ability to direct the work activities, including safe use of equipment and tools, of the juvenile work crew. Ability to prepare clear and concise records. Ability to maintain accurate files. Ability to work independently.

EXPERIENCE, EDUCATION AND TRAINING: Six months of professional/volunteer experience in a social service agency, preferably in an agency within the juvenile justice system. Graduation from a senior high school or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors in an office environment and outdoors in all types of weather and throughout the week to include weekends. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; reach with hands and arms; and the ability to lift or move sixty (60) pounds. Some work assignments involve the safety and security of the juvenile facility and may require physically restraining angry and hostile juveniles.