

# **LINN COUNTY CLASSIFICATION**

**TITLE: JUVENILE PROBATION OFFICER 3**  
**NUMBER: 625**  
**PAY RANGE: 17**  
**CATEGORY: SEIU**

**APPROVAL ORDER**  
**NUMBER: 2010-095**  
**DATE: April 20, 2010**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs professional social casework in the investigation, counseling, reformation and guidance of youth and families under the jurisdiction of the Juvenile Court; In general, the casework and duties performed by a Probation Officer 3 are more complex than that of a Probation Officer 2.

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

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification. The Probation Officer 3 will be called upon to act as a lead worker for Probation Officer 1's, Probation Officer 2's, trainees, volunteers and practicum students. The Probation Officer 3 will assist in the selection of new employees, employee orientation, and training of employees. This position may provide feedback to the Supervising Probation Officer regarding Probation Officer 1 and Probation Officer 2 employee's performance in the essential functions of their job.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in 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. Interview and assess the needs of youth referred by law enforcement officials for violation of laws and dependency (neglect and abuse) cases; provide guidance and counseling to the youth and their families; and make referrals to appropriate department, community and state resources. Administer and interpret risk assessment screens, educate youth and families of risk factors, and link them to services to reduce identified risks.
2. Prepare timely reports for case record and Juvenile Court; file petitions alleging violations of law; prepare reports for disposition and verbally present recommendations in open Juvenile Court. Enforce conditions of probation by filing necessary legal documents. Enter data using the Juvenile Justice Information System (JJIS), and other computer programs maintaining up to date case plans, notes, and various case management records.
3. Complete case planning to address youth's risks and needs; educate youth and families on risk factors. Develop case plans with the assistance of youth and family as outlined by department policy. Confer and coordinate with public and private agencies and utilize community resources to aid in case planning and placement of youth.
4. May monitor the casework, reports and performance of Juvenile Probation Officers to insure adherence to established standards and practices. May be called upon to review

5. Responsible for managing the Oregon Youth Authority's (OYA) case files kept by the Juvenile Department. Assists OYA Parole and Probation Officers in filing legal documents to the Court, and with the completion of paperwork.
6. Make contact with victims of juvenile crime, assist with the facilitation of victim offender mediation, investigate and recommend restitution amounts to the Court and monitors the collection of restitution, fines and other fees associated with Court Orders and Formal Accountability Agreements.
7. Transport youth in and out of custody to various appointments in community and residential placements throughout Oregon. May place youth into custody for transportation to a detention center or other placement.
8. May have physical contact with aggressive youth or volatile situations. May be required to respond to emergency situations and interact to diffuse aggressive behavior as outlined in department policy for the Use of Force Continuum. May be required to physically intervene with youth.
9. May be called upon to oversee and monitor the daily population of the Linn Benton Juvenile Detention Center.
10. Monitor the collection of urine and other bodily fluids from clients and submits collection for analysis.
11. Interact in a collaborative fashion with partner agencies including law enforcement and school officials. May be called upon to present in public forums, schools and interact with various partner agencies.
12. Perform all duties as a Juvenile Counselor/Probation Officer further described in applicable Oregon Revised Statutes.
13. Maintain regular and predictable work attendance.
14. Develop and maintain effective, harmonious and reasonable work relationships with others.

OTHER FUNCTIONS:

This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

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

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the theoretical concepts of human behavior, growth and adjustment difficulties; assessment and counseling techniques with youth and families, juvenile justice laws; interview techniques. Broad knowledge of the implementation of evidence based practice used in the juvenile justice system to reduce juvenile recidivism. Skill to assess individual and family dynamics and make recommendations based on those dynamics. Must possess organizational skills and be capable of performing and prioritizing multiple tasks. Skill in preparing documents using proper grammar and correct spelling.

Demonstrated ability to navigate multiple computer systems in order to accomplish job functions such as assessing risk, building case plans, updating case notes and filing appropriate documents with the Juvenile Court. 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 establish and maintain an effective working relationship with clients, parents, guardians, and other significant personnel. Ability to work with youth within the juvenile justice system. Ability to prepare clear and concise records. Ability to maintain accurate files. Ability to operate a motor vehicle; physical ability to assist in securing and maintaining custody of resistive youth.

EXPERIENCE, EDUCATION AND TRAINING: Five years of professional experience as a Probation Officer in an agency within the juvenile justice system and an additional two years of experience demonstrating increasing supervisory responsibilities and leadership skills in the delivery of the vision and mission of the Department to youth and families. Graduation from a four-year college or university with a Bachelor's Degree in the Humanities or Social Sciences, i.e., sociology, psychology, counseling, etc., 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 generally performed indoors in an office environment but may include fieldwork, networking with community and conducting home visits of clients. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects of controls; reach with hands and arms; the ability to lift or move (30) pounds and restraining youth whose behavior is non-compliant or could lead to the escape, injury of self or others, or damage to property. Some work assignments involve the safety and security of the juvenile facility and may require physically restraining angry and hostile youth. Works in areas that may be exposed to smoke, blood, bodily fluids, noise, and chemicals.