

LINN COUNTY CLASSIFICATION

TITLE: SUPERVISING JUVENILE PROBATION OFFICER
NUMBER: 626 **APPROVAL ORDER**
PAY RANGE: 20 **NUMBER: 99-594**
CATEGORY: MANAGEMENT/EXEMPT **DATE: November 23, 1999**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: To plan, organize and supervise the activities of the Linn County Juvenile Department; to perform a variety of professional and administrative tasks relative to Juvenile Department operations.

SUPERVISION RECEIVED: Receives direction from the Juvenile Director.

SUPERVISION EXERCISED: Exercises direct supervision over professional and clerical personnel.

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. Supervise the intake of all new clients; review new cases and assign to counselors; monitor caseload and progress of cases.
2. Assist Juvenile Director in managing the general performance of the department; perform administrative duties in the absence of the Juvenile Director.
3. Provide individual guidance and instruction to counselors regarding juvenile behavior problems and appropriate treatment, casework problems, department policies and procedures, and the interpretation of applicable laws.
4. Monitor the casework, reports, and performance of juvenile counselors to insure adherence to established standards and practices.
5. Provide daily office management and prepare reports, statistical information and correspondence; supervise the maintenance of department records; coordinate the development and implementation of office procedures.
6. Select, supervise, orient, train, assign work to, evaluate and discipline staff; participate in the resolution of grievances; work with employees to correct deficiencies; coordinate and supervise students and volunteers.
7. Assist the Director to evaluate department operations and activities and recommend improvements and modifications.
8. Assist the Director in the development and implementation of department goals, objectives and policies and procedures; participate in the preparation and administration of department budget.

9. Perform on-call duties and office coverage as dictated by on-call policy.
10. Perform intake and case management duties as dictated by departmental needs.
11. Oversee and monitor daily juvenile detention and shelter care population.
12. Review, assess and address department safety and security needs.
13. Respond to community inquiries, concerns and complaints.
14. Develop and maintain effective, harmonious and reasonable work relationships with others.
15. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

16. 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: Knowledge of juvenile behavior and adjustment problems and appropriate approaches and methods of treatment; principles and practices of social work and case management; applicable state laws and administrative rules and Juvenile Court policies and procedures; statewide and local correctional and social service agencies and their programs, practices and procedures; principles and practices of employee supervision, training and performance evaluation; modern office procedures, methods and computer equipment including word processing programs and data bases.

Skill and ability to plan, direct, review and coordinate the work of others; lead support, advise, train, and motivate assigned staff; understand, interpret and apply state laws and administrative rules, court procedures and directives, and department policies and procedures. Communicate and deal effectively with maladjusted, angry or hostile juveniles and their families; make sound judgements on cases based on historical and diagnostic information; apply social work and psychological principles and concepts; organize, evaluate and implement the delivery of services; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

EXPERIENCE, EDUCATION AND TRAINING: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in sociology, psychology, counseling, corrections or a related field; a Master's degree is preferred, and five years of increasingly responsible experience in social work involving work with juveniles, preferably within Oregon's juvenile justice system, with at least one year of supervisory responsibility. Any satisfactory equivalent combination of experience, education and training which

demonstrates the ability to perform the work described is qualifying.

SUPERVISING JUVENILE PROBATION OFFICER

page 3

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment and is essentially sedentary in nature. 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 thirty (30) pounds. Some work assignments involve the safety and security of the juvenile facility and may require physically restraining angry and hostile juveniles.