



# LINN COUNTY JUVENILE DEPARTMENT

104 4<sup>th</sup> Ave SW, Room 200, Albany OR 97321

Phone: 541-967-3853 Fax: 541-967-4268

## JOB ANNOUNCEMENT

**CLASSIFICATION TITLE:** Juvenile Probation Officer I (Classification 622).

This is a full-time position (37.5 hours per week) working in the Linn County Juvenile Department.

### ESSENTIAL FUNCTIONS OF THE JOB:

- Interview and assess the needs of youth referred by law enforcement officials for violations of laws, administer and interpret risk assessment(s), determine appropriate intervention, provide guidance and counseling, make referrals to appropriate resources, and oversee compliance with conditions of intervention.
- Prepare timely reports for case record and Juvenile Court, file petitions, prepare reports, verbally present recommendations to the Court.
- Complete and develop case plans to address youth's risks/needs, confer and coordinate with public and private agencies to utilize resources to aid in case planning and placement of youth.
- Enter case data using the Juvenile Justice Information System ( JJIS ) and other computer programs to maintain up to date case plans, notes and various other case management records.
- Contact victim(s), assist with facilitation of victim-offender mediation, recommend restitution amounts to the Court, monitor collection of fees, fines and restitution.
- Transport youth in and out of custody to various appointments in community and residential placements throughout Oregon. May place youth in and out of custody for transportation to the detention facility.
- May be required to physically intervene with youth and/or 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.
- Monitor the collection of urine and other bodily fluids from clients and submits collection for analysis.
- Interact in a collaborative fashion with partner agencies including law enforcements and school officials.
- Facilitate cognitive skill development groups.
- Develop and maintain effective, harmonious and reasonable work relationships with others.
- Perform all duties as a Juvenile Counselor/Probation Officer further described in Oregon Revised Statutes.
- Maintain regular and predictable work attendance.
- Bi-lingual Spanish speaking preferred
- Other work duties as assigned.

### QUALIFICATIONS:

Previous volunteer or professional experience in a social service agency, preferably in an agency within the juvenile justice system. 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 satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Must possess a valid Class C Oregon Driver's License and an acceptable driving record. Must pass a Criminal and DHS Background Check.

**COMPENSATION:** \$3,355 - \$4,282 per month DOE

**CLOSING DATE:** May 2, 2014 or until filled

### HOW TO APPLY:

Submit a Resume and a completed Linn County Employment Application and a completed Criminal Records Check Authorization form to; Linn County Juvenile Department, Attn: Office Manager, PO BOX 100, Albany, OR 97321. You may pick up the necessary forms in person at the Linn County Juvenile Department, 104 4<sup>th</sup> St. SW, Room # 200, Albany, OR 97321, or you may print the Employment Application and the Criminal Records Check Authorization forms from our website; [www.co.linn.or.us/juvenile/employment](http://www.co.linn.or.us/juvenile/employment).

### LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**Torri Lynn**  
Director  
Juvenile Department

[tlynn@co.linn.or.us](mailto:tlynn@co.linn.or.us)

**Rob Perkins Jr.**  
Supervisor  
Community Programs

[rperkins@co.linn.or.us](mailto:rperkins@co.linn.or.us)

**Lisa Robinson**  
Supervisor  
Probation Services

[lrobinson@co.linn.or.us](mailto:lrobinson@co.linn.or.us)

**Tracy GraVette**  
Office Mgr/Admin  
Juvenile Department

[tgravette@co.linn.or.us](mailto:tgravette@co.linn.or.us)

**Troy Fuller**  
Detention Manager  
Linn Benton Detention Center  
(541) 791-9397

[tfuller@co.linn.or.us](mailto:tfuller@co.linn.or.us)