

# JUVENILE PROBATION AND PAROLE OFFICER (P918)

## POSITION DESCRIPTION



**Department: Juvenile Detention**  
**Reports to: JDC Assistant Director**  
**Date Originated: October 2000**

**Grade: 00**  
**Pay Status: FLSA Exempt**  
**EEOC Code: 2**

### **POSITION SUMMARY**

Under the general direction of the Director of the Juvenile Detention Center, to work in detention reform initiatives and manage caseloads of juveniles to insure compliance with court orders and provide prevention/intervention services to clients and their families at the Juvenile Justice Complex.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Monitor and manage client and cases for compliance with terms of probation/parole to include: visiting with client and involved parties to discuss home environment and progress in school, provide counseling, administer drug testing, verify attendance at school, etc.; developing plans of care and probation/parole agreements; staffing cases with community services providers to implement probation/parole agreements and plans of care; discussing probation/parole agreements and plans of care with client; providing crises intervention to client and families; monitoring restitution schedules to ensure payments are received; preparing documents for revocation proceedings; transporting client/families to facilitate the plan of care, probation/parole agreement or disposition; and participating in aftercare planning.
2. Interview clients, parents/guardians, treatment or service providers, school personnel, law enforcement officials and other involved parties to obtain information pertaining to the offense, to include: determining the best interest of the client and the community; submitting restitution questionnaires to victims and determining total costs/losses involved; preparing and conducting evaluations for Interstate Compact on Juveniles and the Parole Board; and determining if client should return home or be placed in an alternative living situation.
3. Prepare a variety of reports to include: preliminary inquiry reports to recommend the filing/non-filing of petitions; client/family baseline assessments to obtain necessary information such as needs, strengths, sociological factors, etc.; quarterly reassessment and termination/discharge documents; and packets for potential out-of-home placements and other services.
4. Present testimony in court, detention/release, parole and preliminary parole revocation hearings to include: information and recommendations on dispositions; recommendations for detention or release; information on home study and client behavior; and information of parole non-compliance.
5. Participate in community collaboratives, to include: developing standards, policies and treatment/educational programs for juveniles; coordinating placements and services for client; performing outreach activities; and consulting with clinical social worker on appropriate issues.
6. Maintain client files inclusive of case management, legal documents and statistical logs for monthly reporting to management.
7. To work on assigned tasks related to detention reform initiatives.
8. Perform related duties as required.

*The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.*

**MINIMUM QUALIFICATIONS**

1. Bachelor of Arts Degree in Behavioral Health plus two (2) year experience as documented by past employment.
2. Ability to complete tasks with minimal instruction and within deadlines.
3. Ability to work collaboratively with others and to direct the work of others.
4. Ability to exercise judgement and discretion in interpreting department policy and n staff supervision matters.
5. Ability to communicate effectively in both oral and written English.
6. Ability to act responsibly and effectively on behalf of supervisors in interacting with governmental and private officials.
- 7.. Ability to work irregular hours, including some evening and weekend coverage, extended hours and/or is 24-hour call accessible.

**SCREENING AND COMPLIANCE**

The offer of this Bernalillo County position requires compliance with the following:

1. Employee must successfully complete the post-offer employment medical examination.
2. Employee must comply with the safety guidelines of the County.

**WORKING CONDITIONS**

1. Duties are performed primarily indoors.
2. Indoor duties are performed in a temperature-controlled environment.
3. Work hazards, or potential work hazards include a possibility of personal injury from violent residents, or heavy exertion activities while restraining or pursuing residents.
4. Field work is required on a frequent basis.
5. Employee may be required to work a flexible schedule.

**EQUIPMENT, TOOLS AND MATERIALS**

1. Utilizes computers and communication equipment on a daily basis.
2. Utilizes facility keys, handcuffs, and shackles on a frequent basis.

**FUNCTIONAL ANALYSIS**

(Please initial each item to indicate whether you are or are not capable of performing that function.)

**\*\*NOTE: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.**

**MENTAL FUNCTIONS**

YES NO

- |     |     |   |
|-----|-----|---|
| ___ | ___ | 1. Must be able to listen to residents and provide counseling to them in areas involving their daily living skills, social skills, work/study habits and interpersonal relationships. |
| ___ | ___ | 2. Must be able to generate written reports, business letters, or summaries, using prescribed format.   |
| ___ | ___ | 3. Must be able to understand written reports pertaining to residents, including academic, psychological, or medical reports.   |

- \_\_\_ \_\_\_ 4. Must be able to conduct group counseling sessions and participate in group meetings.
- \_\_\_ \_\_\_ 5. Must be able to work and communicate effectively with different kinds of people, in a variety of situations.

**PHYSICAL FUNCTIONS**

- | YES | NO  |   |
|-----|-----|---|
| ___ | ___ | 1. Must be able to stand/walk for prolonged periods, or from six to seven hours per day.  |
| ___ | ___ | 2. Must be able to work in a variety of positions, including crouching and kneeling on an occasional basis.   |
| ___ | ___ | 3. Must be able to assist in the physical restraint of residents as needed.   |
| ___ | ___ | 4. Must be able to lift from floor to waist up to 10 pounds frequently, up to 30 pounds occasionally.   |
| ___ | ___ | 5. Must be able to bend at the waist and twist/rotate waist as needed on a frequent basis.  |
| ___ | ___ | 6. Must be able to use hands and fingers to grasp/manipulate equipment, materials, and residents, in a bilaterally coordinated manner in performing essential duties. |
| ___ | ___ | 7. Must be able to react quickly to unpredictable situations with residents, which may require rapid or heavy physical exertion.                                      |

**EMPLOYEE DECLARATION:**

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED:  
DEPARTMENT: \_\_\_\_\_

**Revised:**