



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Juvenile Probation Officer III  
Department: 24 Juvenile Justice  
FLSA Status: Non-Exempt  
Job Code: 269A  
WC Code: 7720  
Effective Date: July 1, 2000  
Last Revised: April 28, 2017  
Pay Grade: A19  
Union: AFSCME

#### SUMMARY

Performs complex judicial casework in the investigation, evaluation counseling adjustment, rehabilitation, and guidance of juveniles falling under the jurisdiction of the court and status offense referrals; performs work dealing with auxiliary functions of the department such as preparing grant proposals, managing grant funds and representing the department on various community committee; provides training and technical assistance to other juvenile counselors regarding problem cases and /or preparation of related reports. Work is performed under the general supervision of the Juvenile Department Division Director. Work is reviewed based on results attained and for conformance to departmental policies and procedures, as well as to state and federal regulations.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Receives and evaluates new referrals including meeting with juveniles and parent/guardians to gather information and explain the juvenile court process and legal rights; contacts victims regarding restitutions and court process.
2. Conducts investigations into the juvenile's background and family situation which includes contacts with other agencies, law enforcement officials, schools and parents or guardians.
3. Determines disposition of case; determines whether the case should be referred to another agency, handled unofficially or presented to the court for official action.
4. Provides counseling, both crisis and other, for families and juveniles individually; facilitates educational groups for juveniles and parents.
5. Prepares court presentations; presents facts of individual cases to the court during adjudication and detention hearings.
6. Confers with staff members, school, law enforcement agencies, and social service agencies regarding juvenile treatment programs and general casework action.

7. Refers juveniles to treatment programs, foster care, shelter homes, and institutions.
8. Counsels and supervises juveniles placed on formal or informal probation which includes monitoring the terms and conditions of probation and working to establish appropriate behaviors.
9. Investigates and evaluates the possibility of out-of-home placements (foster homes, institutions, etc.) for juveniles; conducts follow-up interviews and investigations on out-of-home placements.
10. Conducts and prepares court-ordered home studies required in some custody hearings to assist the Judge in making custody determinations.
11. Provides or arranges necessary transportation for juveniles, including secure transports.
12. Develops and implements recreational and developmental workshops/activities for juveniles, such as field trips and communication skills workshops.
13. Determines restitution payments in cases involving property damage, physical injury or theft; records and monitors restitution payments.
14. Provides technical assistance and consultation to other juvenile counselors regarding problem cases and/or preparation of related reports; provides training to lower-level juvenile counselors.
15. Supervises and trains college intern students, provides orientation and field training for new staff at juvenile counselor level.
16. Performs work dealing with auxiliary functions and/or projects of the department, such as preparation of grant proposals, managing grant funds and/or representing the department on various community committees.
17. Prepares and maintains necessary reports and files for assigned cases, including petitions, court hearing records, chronological case notes, correspondence, and disposition reports.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

#### EDUCATION AND EXPERIENCE

Master's degree in psychology, criminology, sociology, or closely related field, four years of experience in an Oregon Juvenile Department performing juvenile judicial casework, completion of the Oregon Juvenile Training Academy, forty hours of department approved training, and positive employee evaluations; or a Bachelor's degree in psychology, criminology, sociology, or closely related field, six years of experience in an Oregon Juvenile Department performing juvenile judicial casework, 200 hours of department approved training, and positive employee evaluations. Thorough knowledge of juvenile behavior and adjustment problems and methods of treating them; knowledge of the juvenile justice system, counseling methods and techniques, and substance abuse.

#### JOB IMPACT

Consequences of error could include exposure to litigation and public embarrassment due to inappropriate handling of a court case and/or returning a child home to a dangerous environment or unstable/unsanitary conditions due to mishandling of a child's case. Errors in reporting and budgeting for grant purposes could result in a loss of funding.

#### JOB CONTACTS

This position requires working closely with various agencies involved in child abuse cases, the court system, volunteers, community groups and with children who are victims of physical/sexual abuse and neglect and their families.

### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; maintain composure and work effectively with individuals in crisis and emotional situations; work effectively with juvenile offenders and their families, law enforcement personnel, social service agencies, and the general public; comprehend, interpret and apply law, rules and regulations; exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent in practical situations and to create and interpret graphs and charts.

### REASONING ABILITIES

Ability to make recommendations/decisions regarding the disposition of cases and/or whether a juvenile should remain at home and what steps need to be taken to insure successful functioning at home, in school and in the community. Responding to these problems might require referring to department policies and procedures, applicable federal and state laws, training, and experience.

### OTHER SKILLS AND ABILITIES

Ability to speak and make public presentations, write, and present educational materials to groups of youth and parents; computer literacy preferred.

### CERTIFICATES, LICENSES, REGISTRATIONS

List the licenses, certificates or registrations that are required to perform the essential duties of this job. Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Work is required both in the office and in the field.

The position requires working with juveniles and their families who are potentially violent, combative or under the influence of drugs/alcohol. Typically, minimum physical effort is required, excluding occasional combative situations. The position is impacted by the requirement to meet deadlines established by the courts; uncontrollable interruptions. The position may receive calls at home which occasionally require the employee to return to work.

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Speech, Vision & Hearing**

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Safe driving
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

**Exposure - Environmental Factors**

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>