

## KENDALL COUNTY CLASS SPECIFICATION

### JUVENILE PROBATION OFFICER

Job Code:

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#### GENERAL SUMMARY

Under general supervision, the purpose of the position is to provide services to juvenile offenders through interviewing and counseling of juveniles and families; performing evaluations and making recommendations regarding juvenile cases; and maintaining on-going correspondence and communication with juvenile offenders to ensure best possible outcomes for the juvenile.

#### EXAMPLES OF ESSENTIAL FUNCTIONS

**Duties may include but are not limited to the following:**

Interviews and counsels juveniles and families in order to gather various data regarding physical, psychological, and social factors contributing to the juveniles' situations; conducts juvenile drug testing.

Cooperates and communicates with law enforcement officials in regards to juvenile offenders; maintains on-call status in order to assist law enforcement in detention and release of juvenile offenders.

Prepares treatment plans for juveniles, counselors, and mental health providers to ensure successful outcomes for juvenile offenders at home and school; prepares plans and correspondence for juveniles detained in a secure rehabilitation facility.

Serves as liaison between juveniles and parents, school officials, social agencies and courts.

Assists the County Attorney's office with preparation of juvenile court cases to be prosecuted; provides social histories and other reports for the court; attends court and testifies as needed.

Evaluates results and makes recommendations regarding case dispositions.

#### EXPERIENCE AND TRAINING

Bachelor's degree in Criminal Justice or closely related field; supplemented by one (1) to two (2) years previous experience or training that includes juvenile justice system or law enforcement; knowledge of criminal laws and codes.

## **LICENSES AND CERTIFICATIONS**

Must possess Juvenile Probation Officer Certification; must possess valid driver's license.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Local, state, and federal laws for juveniles
- Modern office procedures and equipment.
- Computer equipment functions.
- Correct English usage and grammar.

### **Ability to:**

- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with juveniles, families of juveniles, attorneys, counselors, law enforcement officials, school officials, and court personnel.
- Provide verbal direction and counseling to juveniles in regards to conformance of rules, regulations, and other directives.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, and grasp.
- Operate a motor vehicle.
- Use finger printing equipment and electronic monitoring equipment.
- Exert light physical work mainly in a sedentary position.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.