



## COUNTY OF NYE

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### **CLASS TITLE: TRUANCY PREVENTION OFFICER (Juvenile Probation Dept)**

#### **BASIC FUNCTION:**

Review and management of cases from the Nye County School District, Juvenile Probation Department, and/or the Sheriff's Office; Prepare and make recommendations to the District Attorney and Juvenile or District Court; Supervise identified children under the jurisdiction of Court, and act as Juvenile Probation representative and representative of the Juvenile Court. Performs other related work as required.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Manages the day-to-day cases and referrals from the school district and the Probation Office to insure that policies and procedures are followed.
2. Conducts counseling sessions with juveniles under the jurisdiction of the Court; transporting juveniles as required.
3. Prepares reports for the Court as needed and appears before the Court as a representative of the Juvenile Probation Office.
4. Works with the local community and acts as a source of information on truancy and juvenile service matters.
5. Makes recommendations to the Court regarding the disposition of juvenile truancy matters.
6. Appears in Court on cases as a probation representative and on behalf of the school district relating to truancy matters..
7. *Rotational on-call availability after hours & on weekends.*

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or a G.E.D. equivalency.

#### **LICENSES:**

Valid Nevada Class C driver's license.

#### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Office secretary.

#### **CONTACTS:**

Co-workers, attorneys, social workers, school personnel, juveniles, parents, court personnel, general public, and other County department personnel.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment to include: Light typing and handling of supplies.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Probation officer and school official environment—subject to verbal and physical attacks.