

# STATE OF NEVADA

## FIFTH JUDICIAL DISTRICT COURT

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### **CLASS TITLE: JUVENILE PROBATION OFFICER**

#### **BASIC FUNCTION:**

Review cases from the Nye and Esmeralda Sheriff's Office, Nevada Highway Patrol, or other law enforcement entity and make recommendations to the District Attorney and Court, supervise children informally and under the jurisdiction of Court, and act as probation representative. Oversees the day-to-day operation of the Probation Office. Provides rotational 24-hour on-call support to the Nye and Esmeralda County Sheriff's Offices regarding any and all juvenile matters by deciding on detainment issues, community safety concerns, or any necessary referrals in regard to the safety of the juvenile. Ensures compliance of department activities with Nevada Revised Statutes, other state and Federal laws, and County policies and procedures. Performs other related work as required or assigned by the Chief Juvenile Probation Officer and/or District Court Judge.

**ESSENTIAL FUNCTIONS:** *(This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Gathers and evaluates information regarding alleged criminal offenses committed by juveniles; appears in court and makes decisions regarding release of juveniles from detention pending court appearance; releases juvenile or delivers to custody; may seize evidence; makes arrangements for detention and transportation as needed; schedules juvenile for detention hearing; conducts the YLS assessment(s) explains procedures to parents.
2. Reviews police reports and gathers information to develop recommendations for the disposition of the juvenile's case; reviews school and criminal records; meets with parents, school staff, law enforcement officers, and district attorney's staff to gather additional information; conducts home visits to meet with parents and makes observations regarding the juveniles home; prepares written reports for the court; makes recommendations to the court; arrests compliant and non-compliant persons; tests and seizes bodily fluids.
3. Conducts cognitive training for juveniles regarding the juvenile justice system and programs offered by the juvenile probation department and other youth agencies; makes contacts with schools, churches, and youth programs to arrange for programs.

### ***ESSENTIAL FUNCTIONS (continued):***

4. Supervises juveniles placed on probation by the court and of non-adjudicated offenses; conducts periodic meetings with the juveniles to review activities, provides information; advises and counsels youth; assesses the needs of the juvenile for services; collects restitution and fines; verifies the attendance of probationers at school and at court ordered activities; visit probationers at homes to observe conditions and activities; make reports to the court regarding the activities and progress of probationers.
5. Locates programs and services to assist juveniles, including community service, tutorial, employment and recreational programs; establishes and administers programs and special activities; recruit and supervise volunteers and part-time staff to conduct program activities; keeps records and make reports of program activities and juveniles participating in programs; coordinates efforts with local resources to facilitate treatment of youth.
6. Transports juveniles to detention facilities; visits and evaluates progress of juveniles held in facilities in and out of state.
7. Maintains detailed records of information received and daily contacts made with juveniles and others regarding each case; summarizes information and prepares narrative reports.
8. Locates additional resources for juvenile programs, gathers information in support of funding requests, write grant proposals, conducts special programs funded by grants, prepares narrative and statistical reports to funding agencies, conducts department organized fundraisers.
9. Maintains inventory of work equipment; ensures equipment is maintained/repaired.
10. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
11. Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
12. Provides rotational 24-hour on-call support to the Nye and Esmeralda County Sheriff's Offices regarding any and all juvenile matters by deciding on detainment issues, community safety concerns, or any necessary referrals in regard to the safety of the juvenile.
13. Ability to safely carry and use a duty weapon.
14. Must reside full-time in Pahrump, NV (Southern jurisdiction) or Tonopah, NV (Northern jurisdiction).

**QUALIFICATIONS:**

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

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in Criminal Justice, Psychology, or a closely related field; AND two (2) years of professional level experience in providing probation and casework/counseling services to juveniles; OR an equivalent combination of education, training, and experience.

**REQUIRED KNOWLEDGE AND SKILLS**

Knowledge of:

1. Theories, principles, and practices of the Juvenile Justice System, including institutional, outpatient and related child development and family dynamics programs.
2. Principles and practices of social service delivery, including crisis intervention, particularly in relation to children, youth, and families.
3. Techniques of investigation and situational research.
4. Interviewing, teaching, behavior modification and counseling techniques for juveniles.
5. Practices and procedures of the juvenile criminal justice system.
6. Community resources for social services and youth and family support.
7. Current trends related to the cause, prevention, and control of crime and delinquency.
8. Techniques and practices of juvenile counseling.
9. Applicable laws, codes, and regulations.
10. Computer applications related to the work.
11. Records management principles and practices.
12. Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
13. Safety practices related to the work.

Skill in:

1. Working alongside coworkers in a cohesive manner.
2. Observing, interpreting, and accurately recording behavioral events.
3. Interpreting, applying, and explaining applicable laws, codes, and regulations.
4. Maintaining accurate case records and records of work performed.
5. Assessing and evaluating the youth or juvenile at risk.
6. Developing and monitoring rehabilitation and treatment programs for probationers.
7. Recognizing and evaluating patterns of juvenile and adult behavior and performing effective crisis intervention and counseling.
8. Taking sound independent action in emergency or crisis situations.
9. Interpreting, applying, and explaining complex federal, state and local laws related to the administration of a juvenile justice services system.
10. Preparing clear and concise reports, correspondence, and other written materials.
11. Using initiative and independent judgement within general policy guidelines.

Skill in: (continued)

12. Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
13. Use and safety of a firearm/duty weapon.

#### **REQUIRED CERTIFICATES and LICENSES:**

Continued Employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation. Valid Nevada Class C driver's license. Must be POST Category II certified *which includes passing a physical fitness battery and successfully graduating from a Nevada POST Law Enforcement Academy within 1 year of hire.*

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

As assigned by the District Court Judge or Chief Juvenile Probation Officer.

#### **CONTACTS:**

Co-workers, law enforcement agencies, attorneys, social workers, school personnel, juveniles, parents, court personnel, general public, and other County department personnel. Others as assigned or ordered by the District Court Judge or Chief Juvenile Probation Officer.

#### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 50 pounds, strength to subdue persons, to drag, carry and lift persons and objects; dexterity to utilize firearms/duty weapons; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Work is subject to exposure to frequent travel and traffic conditions when traveling from one office to another, hazardous chemicals, fumes, gasses, dust noxious odors, blood and bodily fluids, as well as adverse environmental conditions

#### **WORKING CONDITIONS:**

Work is performed under the following conditions: Standard office environment, frequent travel, and a probation officer environment—subject to physical attacks.

#### **CONDITIONS OF EMPLOYMENT:**

- Employees of the Fifth Judicial District Court serve at the pleasure of the District Court judges.
- Employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Employment is contingent upon passing a drug screen.
- The Fifth Judicial District Court participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Nye County must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.751.6301 or go to the U.S. Citizenship and Immigration Services web page at [www.ucas.gov](http://www.ucas.gov)
- The Fifth Judicial District Court is an Equal Opportunity Employer.