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| **TITLE:** | **Deputy Chief Juvenile Probation Officer** | **JOB CODE:** | 1362 |
| **PREPARED:** | 6/30/03 | **FLSA:** | Non-Exempt |
| **UPDATED:** | | **REVISION #:** | |

**Summary:** Under general supervision, provides direct supervision over juvenile probation officers engaged in caseload management. Work responsibilities extend to serving in the absence of the Chief Juvenile Probation Officer.

**Distinguishing Characteristics:** This is a first-line supervisory designation and is distinguished from the Senior Juvenile Probation Officer classification by full supervisory authority and broad administrative responsibilities.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises, disciplines, trains and evaluates juvenile probation staff; counsels, coaches and instructs employees as required.
- Evaluates the quality and quantity of caseload management by probation officers by conducting regular field inspections; reviews reports, case notes and files.
- Participates in the development of the operating budget; monitors expenditures to ensure compliance with the operating budget.
- Reviews all incoming cases from law enforcement agencies; determines charges to petition; assigns cases to specific probation officers; conducts weekly meetings with probation officers to discuss cases and obtain progress reports; reviews and approves case plans, case notes, assessments, rating scales and court reports; determines appropriate supervision levels for juvenile offenders; approves out of home placements.
- Administers the County's summer school program for students; develops the applications; determines class offerings; hires and supervises program staff; prepares program reports.
- Maintains a caseload of juvenile offenders; maintains records; conducts assessments; develops case plans; meets with juveniles and their parents; conducts home and school visits; refers juveniles to support services; initiates punitive action as necessary.
- Interacts with various community organizations, law enforcement agencies, local attorneys, social workers and the County District Attorney on a variety of juvenile delinquency issues and matters.
- Responds and handles complaints regarding the supervision of juvenile offenders; negotiates and mediates hostile situations.
- Serves as the primary Court Officer by attending weekly court sessions and providing the Justice with recommendations on the disposition of cases; writes court reports; assigns probation officers to handle specific cases.
- Coordinates a variety of administrative activities including employee scheduling, payroll reporting and report processing.
- Maintains various reports and statistics for review by the Chief Juvenile Probation Officer.

- Serves in the absence of the Chief Juvenile Probation Officer as necessary.
- Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

### Required Knowledge and Skills:

- Knowledge of the principles and practices of juvenile probation and social case work.
- Knowledge of local, state and federal laws and court decisions pertaining to juvenile probation work.
- Knowledge of the criminal justice and court systems.
- Knowledge of the principles of applied psychology and currently accepted theories and ideas regarding the cause, prevention and control of delinquency and crime.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of interviewing and counseling techniques.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of the principles and practices of administrative management.
- Knowledge of the functions and general practices of law enforcement agencies and the courts.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in effective oral and written communications.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in establishing and maintaining effective working relationships with juveniles, parents, law enforcement agencies, court personnel and the general public.
- Skill in communicating with violators and mediating difficult situations.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

### Education, Experience, Certifications and Licenses:

- Bachelor’s Degree in Criminal Justice, Sociology or a closely related field.
- Certified Nevada Peace Officer (POST), and five years experience in juvenile probation.
- Possession of a valid State of Nevada Driver's license.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments.
- Subject to physical harm such as dangerous vehicles, gun shots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases.
- Required to physically restrain persons.

- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects over 100 pounds.
- Must maintain a level of physical fitness to meet Department standards.

**Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, calculator, handcuffs, leg irons, pepper spray, electronic monitoring equipment, asp and a motorized vehicle.