

**CASS COUNTY, TEXAS
POSITION VACANCY**

Job Title: Cass County Juvenile Probation Officer		Job Announcement Number: CCJP 25-0002	
Department: Juvenile Probation	Salary: DOE Benefits	Position Type: Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
Additional Position Information: Position to begin September 1, 2025 THOSE WITH CRIMINAL RECORDS OTHER THAN MINOR TRAFFIC VIOLATIONS NEED NOT APPLY			
POSITION DESCRIPTION			
Summary Statement of Work Performed: Juvenile Probation Officer			
POSITION SPECIFICATIONS			
<p>Education: Required – Possess a bachelor's degree from an accredited college or university recognized by the Texas Higher Education Coordinating Board. Possess one year of experience in full-time case work, counseling, community or group work in a social services, community, corrections, or juvenile agency that deals with offenders or disadvantaged persons OR one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or related field. Applicant must possess a Valid Texas driver's license and a safe driving record. Applicant must be a certified juvenile probation officer when hired or able to obtain certification within six months.</p> <p>Job Functions: • Supervises juveniles on probation, sets goals with juveniles, and helps them reach their goals through supervision case management. • Conducts Random Home, Field, and School Visits • Keeps timely chronological and computer entries. • Receives offense referrals and performs preliminary investigations. • Prepares social histories. • Makes appropriate disposition recommendations in all cases. • Maintains timely personal paperwork, including monthly reports, time sheets, and case tracking. • Complies with legal requirements to ensure juveniles receive full benefits of due process. • Maintains contact with parents, attorneys, law enforcement, and community agencies. • Coordinates / participates in all aspects of court hearings. • Makes appropriate referrals to other agencies. • Seeks/secures alternative placement for juveniles. • Transports "at risk" clients. • ASSIGNED ON-CALL AFTER-HOUR RESPONSIBILITY ON A ROTATING BASIS. • Performs other duties as assigned. • Occasional out-of-town travel to attend educational seminars and training sessions</p> <p>Licensure, Registry, or Certification: Certified Juvenile Probation Officer; valid driver's license</p> <p>Physical and Mental Requirements: Once Employed, you will be required to be certified in Handle with Care. Sitting, walking, bending, standing, and driving.</p>			
<p>An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or emailed to mshores@casscountytexas.org</p> <p style="text-align: center;">UNTIL FILLED</p> <p>Resumes without an application form will not be accepted</p>		<p style="text-align: center;">HOW TO MAKE APPLICATION</p> <p>For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.</p> <p style="text-align: center;">EQUAL OPPORTUNITY EMPLOYER</p> <p>Auxiliary aids and services are available upon request to individuals with disabilities.</p>	

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Job Title: Juvenile Probation Officer

Position Summary: Under the general supervision and direction of the Chief Juvenile Probation Officer, this position monitors and supervises the compliance of juvenile offenders. This includes providing prevention and intervention services to the client and their family to foster offender rehabilitation and community protection, as well as any other assigned duties.

Minimum Qualifications: To be eligible for this position, the candidate must meet the following requirements.

- Be of good moral character
- Be at least 21 years of age
- Possess a bachelor's degree from an accredited college or university recognized by the Texas Higher Education Coordinating Board
- Possess one year of experience in full-time case work, counseling, community or group work in a social services, community, corrections, or juvenile agency that deals with offenders or disadvantaged persons OR one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or related field.
- MUST have completed certification as a juvenile probation officer by Texas Juvenile Justice Department, or be able to do so within 60 days of employment.
- MUST pass a criminal background check
- MUST pass a drug screen
- MUST have a valid driver's license and a safe driving record
- MUST be familiar and have experience working with computers.

Job Functions:

- Supervises juveniles on probation, sets goals with juveniles, and helps them reach their goals through supervision case management.
- Conducts Random Home, Field, and School Visits
- Engage families in the supervision and rehabilitation process.
- Keeps timely chronological and computer entries.
- Receives offense referrals and performs preliminary investigations.
- Prepares social histories.
- Makes appropriate disposition recommendations in all cases.
- Maintains timely personal paperwork, including monthly reports, time sheets, and case tracking.
- Complies with legal requirements to ensure juveniles receive full benefits of due process.
- Monitor compliance with court orders, treatment plans, community service, and restitution.
- Maintains contact with parents, attorneys, law enforcement, and community agencies.
- Coordinates / participates in all aspects of court hearings.
- Makes appropriate referrals to other agencies.
- Seeks/secures alternative placement for juvenile
- Transports "at-risk" clients.
- **ASSIGNED ON-CALL AFTER-HOUR RESPONSIBILITY ON A ROTATING BASIS.**
- Performs other duties as assigned.
- Occasional out-of-town travel to attend educational seminars and training sessions.
- Participate in ongoing training and maintain current knowledge of juvenile justice laws, policies, and best practices.

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Physical and Mental Requirements:

Once employed, you will be required to be certified in Handle with Care. Sitting, walking, bending, standing, and driving.