

**CASS COUNTY, TEXAS  
POSITION VACANCY**

<b>Job Title:</b> Cass County Juvenile Probation Officer		<b>Job Announcement Number:</b> CCJP 24-0002	
<b>Department:</b> Juvenile Probation	<b>Salary:</b> DOE Benefits	<b>Position Type:</b> Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
<b>Additional Position Information:</b> THOSE WITH CRIMINAL RECORDS OTHER THAN MINOR TRAFFIC VIOLATIONS NEED NOT APPLY			
<b>POSITION DESCRIPTION</b>			
<b>Summary Statement of Work Performed:</b> Juvenile Probation Officer			
<b>POSITION SPECIFICATIONS</b>			
<p><b>Education:</b> Required - Bachelor's degree in a behavioral science (i.e. criminology, law, social work, psychology, or sociology or related field approved by the Texas Juvenile Justice Department) from an accredited college or university recognized by the Texas Higher Education Board. Applicant must possess a Valid Texas driver's license and safe driving record. Applicant must be a certified juvenile probation officer when hired or able to obtain certification within six months. Must also have the ability to work with difficult "at-risk" clients and their parents.</p> <p><b>Job Functions:</b> • 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. • <b>ASSIGNED ON-CALL AFTER-HOUR RESPONSIBILITY ON A ROTATING BASIS.</b> • Performs other duties as assigned. • Occasional out-of-town travel to attend educational seminars and training sessions</p> <p><b>Licensure, Registry, or Certification:</b> Certified Juvenile Probation Officer; valid driver's license</p> <p><b>Physical and Mental Requirements:</b> Once Employed, you will be required to be certified in Handle with Care. Sitting, walking, bending, standing, and driving.</p>			
		<b>HOW TO MAKE APPLICATION</b>	
<p>An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or emailed to <a href="mailto:mshores@casscountytexas.org">mshores@casscountytexas.org</a></p> <p align="center"><b>UNTIL FILLED</b></p>		<p><b>For An Application Contact:</b> Cass County Treasurer PO Box 152- Linden, TX 75563 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center or Go to <a href="http://www.co.cass.tx.us">www.co.cass.tx.us</a>; County Offices; Treasurer to print out an application from the County website.</p>	
Resumes without an application form will not be accepted		<b>EQUAL OPPORTUNITY EMPLOYER</b> Auxiliary aids and services are available upon request to individuals with disabilities.	