

Job Description

Job Title: Juvenile Probation Officer – Line (PO I & PO II) **Department:** Juvenile Probation
Status: Exempt **Department #:** 202
PO: 1 \$40,161.98

Definition

Juvenile Probation Officer line staff perform the daily operations of the department and in accordance with The Juvenile Act, 42 PA C.S.A §6301, provide for children committing delinquent acts programs of supervision, care and rehabilitation which provide balanced attention to the protections of the community, the imposition of accountability for offenses committed and the development of competencies to enable children to become responsible and productive members of the community. We are to also achieve the foregoing purposes in a family environment whenever possible, separating the child from parents only when necessary for their welfare, safety or health or in the interests of public safety, by doing all of the following: employing evidence –based practices whenever possible and, in the case of a delinquent child, by using the least restrictive intervention that is consistent with the protection of the community, the imposition of accountability for offenses committed and the rehabilitation, supervision and treatment needs of the child.

Supervision

The Probation Officer position reports directly to the Deputy Chief Juvenile Probation Officer and adheres to any directives given and subsequently to the Chief Juvenile Probation Officer.

Essential Duties of the Position

Daily / Weekly Activities:

- Make recommendations to the Court, including, but not limited to, development of case plans goals and activities for each client based on their YLS risk level, dispositional outcomes and presentation of evidence.
- Prepare documentation for request of courtesy supervision / transfer of disposition to the home county of client.
- Maintain all files with necessary paperwork.
- Review all court orders for accuracy.
- Supervision and monitoring of client's behavior and compliance with the Supervision Rules of Probation and Case Plan goals.
- Collection and submission of DNA when necessary.
- Adherence of best practices /departmental procedures.
- Conduct home, school and community visits regularly during supervision of clients.
- Provide documentation via case notes of any and all contact regarding a juvenile's supervision in the PAJCMS.
- Make referrals to in-home services and monitor adherence to programming i.e. attendance, behavior.
- Use graduated response best practice to address non-compliance of clients.
- Monitor the collection of payments: court costs / restitution.
- Administer Cognitive Behavioral Interventions.
- Request court hearings for review.

- Prepare placement recommendation referral packets when necessary.
- Preparation of Court Reviews with recommendations to the Court.
- Update YLS and Case Plans as needed and per best practice standards.
- File judgments and necessary paperwork to request administrative probation.
- Complete all case closing paperwork.

Ongoing Activities:

- Individual staff meetings for caseload supervision.
- Attend any designated training to adhere to a minimum of 40 hours per year.
- Monthly staff meeting with documentation of file notes.
- Attend regional and state meetings/trainings regarding the implementation and progress of the Evidence Based Services Plan as directed by supervision.
- Serve on community and state boards as designated by the Chief JPO and attend meetings as scheduled.
- Determine the need for pre and post adjudicatory shelter or detention in accordance with the Juvenile Act.
- Complete any task as designated by the Chief JPO or Deputy Chief JPO.

Requirements:

- A. **Education:** Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Psychology, Social Work or related field or its equivalent with a minimum 18 credits in the Social Sciences
- AND
- B. **Experience:** At least two (2) years of experience which has involved substantial contact with juvenile clients. Possession of a Master's Degree in psychology, social work, counseling or criminal justice may be substituted for up to two years of the general experience requirement.

Certification / License:

Must successfully complete a criminal history investigation (federal and state of Pennsylvania) and child abuse clearances in accordance with the standards of the Juvenile Court Judges' Commission (JCJC).

Must attend JCJC mandatory 40 hours of annual training.

Firearms and Taser Certification as outlined in the Continuum of Force Best Practice.

Maintain a valid Concealed Weapons Carry Permit.

Knowledge, Skills and Abilities:

- Knowledge of the principles and policies of the juvenile justice system including laws, statutes, Rules of Juvenile Court Procedure and legal precedents.
- Knowledge of the principles, methods and practices of investigations, supervision and reporting in probation work.

- Knowledge of social service casework goals, objectives, principles and practices.
- Knowledge of available community resources dealing with social, psychological, medical and economic and other elements affecting juveniles.
- Knowledge of individual and group behavior including that of individuals involved in delinquent or other unacceptable behavior.
- Knowledge of State and local judicial practices and procedures applicable to juvenile offenders.
- Knowledge of Cognitive Behavioral Interventions.
- Knowledge of departmental policy & procedures.
- Knowledge and ability to navigate and input into the PA Juvenile Case Management System.
- Competency in Motivational Interviewing.
- Ability to establish and maintain effective working relationship with members of the judiciary, officials of other local, State and Federal agencies, community groups and organization and the public.
- Ability to prepare concise and accurate reports and records.

Working Conditions:

- Work is normally performed in a typical interior/office work environment however community field work is also required.
- Off hour work times are required. (E.g. 11:30 am - 7:30 pm, 3:00 pm - 11:00 pm)
- Moderate physical activity.
- May require physical effort including lifting up to 40 pounds.
- May be required to sit, stand, or walk for extended periods of time.
- Exposure to computer screen.
- Possession of a valid driver's license required.

PLEASE HAVE ANY JOB REQUESTS, APPLICATIONS, RESUMES SUBMITTED NO LATER THAN 08/04/2026

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The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

