



# JOB OPENING

## Troup County Government

(Revised Salary)

Position:	Department:	Salary:
Juvenile Probation Officer	Juvenile Court	\$22.18/Hr

Under general supervision and instruction this position is responsible for providing comprehensive supervision and case management of juvenile offenders.

### Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in a course of study related to the occupational field; must have 1-2 years of related experience
- ⇒ Must have a current valid driver's license
- ⇒ Knowledge of the juvenile justice system
- ⇒ Knowledge of case management principles
- ⇒ Knowledge of community resources
- ⇒ Knowledge of relevant local, state and federal laws
- ⇒ Skill in the analysis of problems and the development and implementation of solutions
- ⇒ Skill in the preparation of clear and precise reports
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Supervises assigned juvenile probationers; maintains related files as required
- ⇒ Conducts office, school, employment and home visits according to department standards
- ⇒ Prepares various written reports; maintains accurate documentation, including case plans, chronological notes, exit plans and follow-ups; documents all contacts
- ⇒ Interviews juveniles and their families; mediates between victims and perpetrators; conducts individual and family counseling; meets with probationers
- ⇒ Transports juveniles to court, physicians' appointments and placements when necessary
- ⇒ Performs drug screening on juvenile offenders
- ⇒ Refers juveniles and their families to appropriate agencies and treatment providers
- ⇒ Submits violation reports and attends all required court hearings
- ⇒ Attends meetings with representatives of other agencies
- ⇒ Completes juvenile case plan reviews
- ⇒ Performs additional duties when assigned as a Senior Officer; screens and processes all assigned incoming cases through disposition; trains and monitors less experienced staff; meets with parents and refers to appropriate resources
- ⇒ Schedules pre-court psychological profiles, mandated behavioral assessments, and competency evaluations; serves as Competency Coordinator Plan Manager
- ⇒ Performs all other related duties as assigned

***Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov).***

Job #: 11242025 Juvenile Probation Officer

Grade 14

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**