

Job Description

JOB ANNOUNCEMENT

The Wood County Juvenile Probation Department is currently accepting applications for the position of Transport Officer/ Training Officer/ Building Security. (MALE applicants are encouraged to apply)

Overview:

Provides supervision and rehabilitation to juveniles who have been referred to the department. Participates in planning of programs, policies or objectives for own work, group, and department.

Responsibilities:

Supervises child throughout the transporting of juveniles and will assist probation officers in the field. This position will also serve as the security professional for Wood County Juvenile Probation and will ensure that all employees, visitors, and guests are safe during day-to-day operations and in the event of a crisis. Maintains written reports for the Chief to review about safety protocols within the office and will work freely with different agencies to aid with departmental safety. This position will conduct drug testing on juveniles and will also act as the training coordinator for the department. This position requires a physical restraint certification and will be required to bend, roll on the ground, kneel with weight, and some time will be spent on the floor during this training. This position will also be responsible for the upkeep of the transportation fleet, ensuring the vehicles are properly working and safe. This position could require an occasional Saturday to be worked, and possibly an occasional issue that require the person to be in the office past 5:00 PM M-F.

Qualifications:

A background in safety with a Security Certification or the ability to receive security certification. Good computer, verbal and written communication skills; Good organizational skills, interpersonal skills and ability to deal effectively with the public, other employees, and elected officials; ability to complete assigned projects in a timely manner. Minimum 21 years of age; subject to irregular work hours. Must have a clear criminal history and be of good moral character. A background in security/ safety will be preferred but not required.

CLOSING DATE: Upon filling position

Applications and resumes are being accepted for the position. Application and job description may be obtained at the Wood County Juvenile Probation Department, 714 Greenville Highway Mineola, Texas 79773. For more information, contact Chief Melanie Whitehurst at the Wood County Juvenile Probation Department via email mwhitehurst@mywoodcounty.com or download the application at www.mywoodcounty.com (openings/ jobs/ careers) Wood County Juvenile Probation is An Equal Opportunity Employer.