

	<p style="text-align: center;">WOOD COUNTY</p> <p style="text-align: center;">JUVENILE PROBATION</p> <p style="text-align: right;">903-763-5772 ph</p> <p>714 Greenville Ave. Mineola, TX 7577 903-763-5104 fax</p>
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Thomas Vick, Chief

May 12, 2025

JOB POSTING

JOB TITLE: JUVENILE PROBATION OFFICER

BASIC RESPONSIBILITIES: Under the immediate supervision of his/her supervisory, performs rehabilitative and social service work in conducting pre-court investigations and in the supervision of cases administratively assigned. Supervise and monitor all cases assigned to ensure that the child is in compliance with all orders of the Court.

EXAMPLES OF DUTIES: He/she will compile the results of the pre-court investigations into written form for distribution to the Court, and other designated officers of the Court. Supervises cases administratively assigned according to techniques and standards for the correction and reintegration of the offender. Complies and fulfills all regulations and provisions for the proper referral and follow through with community resources for the promotion of the offender's best interest and inter-agency cooperation. Complies and fulfills all regulations and provisions for the transfer of cases within the state and out of state. Conduct after hour supervision and curfew checks in high-risk environment. Monitor and supervise all probationers to ensure their compliance with all orders of the court and/or conditions of probation. He/she will report all violations of probation to the appropriate designated officer of the Court. He/she will counsel with the offender and his/her parents, spouse, relatives, etc. Report immediately any suspected abuse or neglect to the proper authorities. He/she will compile necessary records and reports. Addresses and instructs groups in accordance with favorable public relations as administratively assigned. He/she will perform on-call duties as administratively assigned. He/she will perform all other duties as assigned.

REQUIREMENTS:

Training and Experience:

- A. Must be 21 years of age or older;
- B. Must have completed a Bachelor's Degree conferred by an institution of higher education accredited and recognized by the Texas Higher Education Coordinating Board; and

- C. Unless the Bachelor's Degree is in criminology, corrections, counseling, law, social work, psychology, sociology, or a related field that has been approved, the applicant must have:
- (1) one year of experience in full-time casework, counseling, social service, correctional or juvenile agency that deals with offenders/disadvantaged persons, or community/group work that has been approved by the Texas Juvenile Justice Department.
- D. Must possess a valid Texas driver's license and proof of liability insurance; and,
- E. Must have completed pre-service training and/or certification as a juvenile probation officer by Texas Juvenile Justice Department, or be able to do so within 90 days of employment date. Be of good moral character.
- F. EMPLOYMENT REQUIREMENTS/EXCEPTIONS: The Juvenile Probation Department may apply to the TJJD for exemption of the requirements of one year of experience or graduate study. The application should document that reasonable efforts were made to employ a probation officer with one year of experience or graduate study and state why the efforts were unsuccessful. Internship may be considered as experience, where the duties are those of a Probation Officer and the intern is supervised by a Probation Officer.

Special Knowledge, Skills and Abilities: Thorough knowledge of the principles and techniques of social casework. He/she shall have an extensive knowledge of Juvenile Justice Code of the Texas Family Code and a thorough knowledge of the techniques of preparing case records and related documents. He/she shall understand the human behavioral patterns and have the ability to apply good judgment in problems of the individual. The Officer shall have the ability to make effective contact with the offender, relatives, and other individuals and agencies in counseling and securing necessary information.

Interested candidates must submit a Wood County Job Application to Wood County Human Resources. Application forms are available at www.mywoodcounty.com/page/jobs or from the Human Resources Department.

Mailing address: P.O. Box 1733, Quitman, TX 75783

Physical address: Wood County Courthouse, 1 Main Street, Room 104, Quitman, Texas

Telephone: 903-763-4639

Fax: 903-763-4327

***NOT EVERY APPLICANT WILL BE INTERVIEWED**

***MUST PASS A CRIMINAL BACKGROUND CHECK**

***PASSING A PRE-EMPLOYMENT URINALYSIS DRUG SCREEN IS REQUIRED**