

Position opens: April 19, 2017

## **4<sup>th</sup> Judicial District Court – Department II Employment Opportunity Announcement**

**POSITION:** Chief Juvenile Probation Officer

**SALARY:** \$75,000 - \$103,000 annual salary – to be determined by juvenile judge based on experience/qualifications

**APPLICATION DEADLINE:** May 2, 2017

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The 4<sup>th</sup> Judicial District Court is seeking qualified candidates for the position of Chief Juvenile Probation Officer (CJPO). The CPJO is responsible for the overall operation of the Elko County Juvenile Probation Department, the Northeastern Nevada Juvenile Detention Center, grant projects, and ancillary services.

The CJPO oversees the performance of difficult, complex, and sensitive professional-level casework in various juvenile probation and detention programs.

The CJPO leads and directs the operations and all employees of the department and detention center, managing resources in a way that ensures compliance with State and Federal laws, and department/detention and Elko County policies and procedures.

Must have a valid Nevada Driver's License and Nevada POST certification. Must have a bachelor's degree in criminal justice, psychology, sociology, or related field, and five (5) years of juvenile probation services experience, preferably at a management level. Successful candidate will be required to pass a State and Federal background check and pre-employment drug and alcohol screening.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at [www.elkocountynv.net](http://www.elkocountynv.net).

Elko County Human Services  
540 Court St, Suite 105 (Physical Address)  
571 Idaho St. (Mailing Address)  
Elko, NV 89801  
(775) 738-4375 phone  
(775) 738-5984 fax

**The 4<sup>th</sup> Judicial District Court and Elko County  
are each an Equal Opportunity Provider and Employer.**

**In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.**



FOURTH JUDICIAL DISTRICT COURT  
Department 2 – Juvenile Division  
665 West Silver Street  
Elko, Nevada 89801  
Phone (775) 753-4603  
Fax (775) 777-3533

JOB DESCRIPTION: CHIEF JUVENILE PROBATION OFFICER  
JOB CODE: 19134  
FLSA STATUS: EXEMPT

### **DESCRIPTION:**

The Chief Juvenile Probation Officer is responsible for the overall operation of the Juvenile Probation Department, the Northeastern Nevada Juvenile Detention Center, grant projects, and ancillary services.

The CJPO oversees the performance of difficult, complex, and sensitive professional-level casework in various juvenile probation and detention programs.

The CJPO leads and directs the operations and all employees of the department and detention center, managing resources in a way that ensures compliance with State and Federal laws, and department/detention and Elko County policies and procedures.

### **SUPERVISION RECEIVED AND EXERCISED:**

The CJPO is a senior-level manager receiving direction from the juvenile judge of the Fourth Judicial District Court. The CJPO has direct supervision over juvenile probation, detention, and support staff.

### **EXAMPLES OF RESPONSIBILITIES/DUTIES:**

*The following responsibilities/duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to discharge additional/different duties from those set forth below to address needs and changes in best practices in juvenile justice.*

- The CJPO manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- The CJPO establishes goals and priorities for the department/detention, including work standards; plans, implements, manages, and evaluates systems programs, guidelines, policies, and procedures to achieve goals and objectives.
- The CJPO plans and develops service programs that help protect the community, prevent delinquency, reduce recidivism, keep youth in school, and build competency in youth-involved department/detention programs.
- The CJPO leads recruitment, screening, and interviewing of candidates; recommends selection of staff, and trains staff and provides for their professional development.
- This CJPO investigates complaints regarding staff; reviews and evaluates, commends,

makes recommendations, and disciplines staff members in accordance with department/detention and/or Elko County policies.

- The CJPO investigates and resolves complaints and concerns regarding departmental services; resolves sensitive, significant, and controversial issues in a timely manner.
- The CJPO represents the department and detention center, acting as liaison with other governmental agencies and the public on juvenile delinquency and juvenile probation/detention matters; makes presentations before various advisory committees, legislative, and community groups.
- The CJPO prepares and administers department/detention budgets, estimates budget needs, justifies funding requests, monitors expenditures to ensure compliance and allocates resources accordingly.
- The CJPO manages and directs all department/detention grant programs, including the submission of grant proposals, development of grant policies and procedures, and the preparation and submission of fiscal and program reports.
- The CJPO continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, identifies opportunities for improvement, and directs the implementation of changes.
- The CJPO monitors proposed legislation and administrative regulations for their impact on department/detention and Elko County operations; recommends and implements policy and procedure improvements; stays informed of new trends and innovations in the field of juvenile justice and shares information with staff and the juvenile judge.
- The CJPO performs deputy juvenile probation/detention officer duties as required.
- The CJPO represents the juvenile court and Elko County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- The CJPO complies with department/detention policies and procedures.
- The CJPO accurately completes work assignments in a timely manner.
- The CJPO communicates professionally, both orally and in writing, with those encountered in the course of business.

### **QUALIFICATIONS:**

#### **KNOWLEDGE OF:**

- Principles and best practices of social service delivery, including crisis intervention, particularly in children, youth and families
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the phone, often where relations may be confrontational or strained
- Theories, principles and best practices of juvenile justice system, including institutional, outpatient, and related child development and family dynamics programs

- Principles and best practices of developing teams, motivating employees and managing in a team environment
- Principles and best practices of budget development and administration
- Functions and general practices of law enforcement agencies, and of the courts
- Pertinent federal, state, and local laws
- Computer applications related to the work
- National trends in juvenile justice
- Interviewing and interrogation techniques
- Records management principles and practices
- First-aid and CPR practices and techniques

ABILITY TO:

- Plan, organize, and administer a juvenile justice services system, which includes institutional, off-site, intervention, therapeutic and related services programs; administer programs through subordinate supervision
- Provide for the professional development and training of staff
- Use initiative and independent judgment within general policy guidelines
- Build rapport with juveniles, listen and respond with empathy
- Work effectively with juveniles and their families
- Maintain confidentiality where appropriate
- Observe details accurately and recognize suspicious behavior
- Calmly respond to and make decisions under stress of emergency and confrontation
- Keep appropriate written records of observations and actions taken, concisely prepare routine reports
- Communicate clearly and concisely orally and in writing
- Interpret, apply, and explain complex state, federal, and local laws and department/detention policies and procedures related to the administration of a juvenile justice services system
- Perform basic custodial functions
- Establish and maintain effective and courteous working relationships with those contacted in the course of work
- Diffuse or control volatile or potentially volatile situations, including restraining violent or

assaultive juveniles when appropriate

- Administer first-aid or CPR when necessary
- Identify and report potential child abuse and neglect to the appropriate law enforcement agency in the appropriate jurisdiction within 24-hours of being made aware of the concern
- Safely carry and use duty weapons

### **EXPERIENCE AND EDUCATION:**

Any combination of training, education, and experience may provide the required knowledge and abilities for this position.

A typical CJPO candidate would have a bachelor's degree in criminal justice, psychology, sociology, or a related field from an accredited college or university **AND** five (5) years of juvenile probation services experience, preferably at a management level. Directly-related work experience that has provided the candidate the knowledge, skills, and abilities necessary to perform all aspects of the position may be substituted for a bachelor's degree on a year-for-year basis to a maximum of two years.

Possession of an advanced degree is desirable.

### **LICENSE OR CERTIFICATE:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Valid Nevada Driver's license
- Nevada POST certification
- First-aid and CPR certification within one (1) year of employment

### **OTHER REQUIREMENTS:**

- Candidates will be required to submit to a law enforcement background investigation.
- Candidates must be willing to work irregular shifts, weekends and holidays.

### **Physical and Mental/Intellectual Requirements:**

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

The CJPO must have the ability to work in a typical court, detention, or public safety setting, including stamina to stand and/or walk for an extended period of time, and strength to restrain, arrest, and/or eject individuals. The CJPO must also have the strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods; the ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers; the capacity to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. The CJPO must be regularly and punctually attend meetings and discharge his or her duties. The CJPO must have and maintain the physical and psychological characteristics necessary under POST guidelines.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

**Working Conditions:**

Work is performed under the following conditions:

Occasionally the CJPO must work evening, night, weekend, and holiday shifts. The CJPO must work in potentially life-threatening situations, and work extended shifts and be called back in emergency situations. Work with exposure to infectious or contagious diseases is possible. The CJPO often works with hostile, abusive and emotionally disturbed juveniles and/or their parents/guardians.