

Position opens: March 18, 2019



**FOURTH JUDICIAL DISTRICT COURT**  
**Elko County Juvenile Probation Department**  
**665 West Silver Street**  
**Elko, Nevada 89801**  
**(775) 753-4603**  
**FAX (775) 777-3533**

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## ***EMPLOYMENT ANNOUNCEMENT***

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**POSITION:** Juvenile Probation Officer I/II

**SALARY:**

Juvenile PO I	Juvenile PO II
Step 1 - \$ 22.8042	Step 1 - \$ 23.4312
Step 2 - \$ N/A	Step 2 - \$ 24.1340
Step 3 - \$ N/A	Step 3 - \$ 24.8580

***\*Salary will be dependent upon education and experience.***

**APPLICATION DEADLINE:** Extended- Open until filled

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The 4th Judicial District Court, Department II is seeking qualified candidates for the position of Juvenile Probation Officer I or Juvenile Probation Officer II. Must be willing to work overtime, holidays, weekends and shift work, if required. Must be 21 years of age by time of appointment. Will be required to successfully pass a law enforcement background investigation 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 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.**



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Department 2 – Juvenile Division  
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JOB DESCRIPTION: JUVENILE PROBATION OFFICER I

JOB CODE: 19138

**DEFINITION:**

Coordinates and implements correctional and rehabilitative programs for juveniles ages 8 to 21 to include counseling, behavior monitoring and short-term out-of-home placements. Under general supervision, conducts investigations of juveniles alleged to have committed crimes in order to make recommendations to the Court. Supervises the welfare and conduct of juveniles on probation and performs other work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is an entry level position. It is distinguished from the Probation Officer II by the fact that incumbents in the Juvenile Probation Officer I position perform a narrow range of duties under closer supervision that is reviewed and monitored more frequently. After one year of employment, may be promoted to Juvenile Probation Officer II.

**SUPERVISION RECEIVED AND EXERCISED:**

Juvenile Probation Officer I receives general supervision from the Chief Juvenile Probation Officer and the Assistant Chief Juvenile Probation Officer and receives training assistance/supervision from Juvenile Probation Officer II positions.

**EXAMPLES OF DUTIES:**

*The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Supervises juveniles placed on probation; monitors the juveniles' compliance with rules of probation and court orders; advises and counsels youth; conducts visits with juveniles in the community; transports juveniles as needed.
- Prepare written court reports; maintain case files and chronological records; request petitions and probation violation reports.
- Make arrests when juveniles violate rules or laws; makes decisions regarding the release or detention of juveniles; administer drug screens; performs searches; seizes contraband.

- Provides crisis intervention; responds to situations of domestic violence, incidents involving substance abuse, fighting, and other violations of the law.
- Assesses the needs of juveniles for services; locates programs and services to assist juveniles, including tutorial, community service, employment, and recreational programs; identifies appropriate social service agencies and makes referrals.
- Appears in court for detention, intake, evidentiary, review, and disposition hearings; testifies accurately; makes recommendations to the court.
- Provides victim mediation; collects restitution and fines.
- Assists in training and supervising new staff; assists other agencies with education and prevention of juvenile delinquency; conducts educational programs.
- Performs related duties and responsibilities as required.
- Comply with Elko County and District Court policies and procedures.
- Maintains knowledge and understanding of current local, state, and federal programs available to youth and families; maintains current knowledge and understanding of NRS-Chapter 62.
- Assigned job tasks/duties are not limited to the essential functions.

**QUALIFICATIONS:**

Must be 21 years of age at the time of application; and

**KNOWLEDGE OF:**

- Counseling methods, techniques, and applications.
- Principles and practices of juvenile programs.
- Interviewing techniques, investigative methods, and arrest procedures.
- Community programs, resources and services available for assistance to youth and families.
- Functions and general practices of law enforcement agencies and of the courts; pertinent federal, state and local laws.
- National trends in juvenile justice.

### **ABILITY TO:**

- Ability to meet fitness standards, (NAC 481.080. (1) F), to enter the P.O.S.T. Academy.
- Ability to pass a thorough law enforcement background check.
- Learn effective methods of caseload management.
- Work effectively with juveniles and their families.
- Respond to and make decisions under stress of emergency and confrontation.
- Communicate clearly and concisely orally and in writing.
- Build client rapport and maintain confidentiality.
- Recognize the signs and symptoms of substance abuse; identify potential child abuse and neglect.
- Remember and make a written record of observations and actions taken.
- Establish and maintain effective working relationships with those contacted in the course of work including various community agencies, schools, and legal representatives.
- Have basic operational computer knowledge.

### **EXPERIENCE AND EDUCATION:**

- A Bachelor's degree from an accredited college or university in the area of corrections, criminal justice, sociology, psychology or closely related behavioral sciences field; or
- An Associate's degree from an accredited college or university in the area of corrections, criminal justice, sociology, psychology or closely related behavioral sciences field, plus two (2) years of work experience in a related field performing the above duties; or
- A high school diploma and four (4) years of relevant work experience performing the above cited duties.
- Bilingual (English / Spanish) as well as verbal and writing skills are desirable.

### **LICENSE OR CERTIFICATE:**

- Must have valid Nevada driver's license.
- Required to maintain, or obtain within one (1) year, a Basic P.O.S.T. Certificate

as a Category I/II Peace officer per NRS/NAC 289.

- Possession of or ability to obtain a certificate in CPR.
- Must be willing to work overtime, holidays, weekends, and shift work if required.

### **OTHER REQUIREMENTS:**

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and / or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



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JOB DESCRIPTION: JUVENILE PROBATION OFFICER II

JOB CODE: 19135

**DEFINITION:**

Coordinates and implements correctional and rehabilitative programs for juveniles ages 8 to 21 to include counseling, behavior monitoring and short-term out-of-home placements. Under general supervision, conducts investigations of juveniles alleged to have committed crimes in order to make recommendations to the Court. Supervises the welfare and conduct of juveniles on probation and performs other work as assigned.

**SUPERVISION RECEIVED AND EXERCISED:**

Juvenile Probation Officer II performs the full range of assigned duties with only occasional instruction or assistance from the Chief Juvenile Probation Officer or Assistant Chief Juvenile Probation Officer; may specialize in a particular area of juvenile offenders; is fully aware of the operating procedures and policies of the department.

**EXAMPLES OF DUTIES:**

*The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Supervises juveniles placed on probation; monitors the juveniles' compliance with rules of probation and court orders; advises and counsels youth; conducts visits with juveniles in the community; transports juveniles as needed.
- Prepare written court reports; maintain case files and chronological records; request petitions and probation violation reports.
- Make arrests when juveniles violate rules or laws; makes decisions regarding the release or detention of juveniles; administer drug screens; performs searches; seizes contraband.
- Provides crisis intervention; responds to situations of domestic violence, incidents involving substance abuse, fighting, and other violations of the law.
- Assesses the needs of juveniles for services; locates programs and services to assist juveniles, including tutorial, community service, employment, and recreational programs; identifies appropriate social service agencies and makes

referrals.

- Appears in court for detention, intake, evidentiary, review, and disposition hearings; testifies accurately; makes recommendations to the court.
- Provides victim mediation; collects restitution and fines.
- Assists in training and supervising new staff; assists other agencies with education and prevention of juvenile delinquency; conducts educational programs.
- Performs related duties and responsibilities as required.
- Comply with Elko County and District Court policies and procedures.
- Maintains knowledge and understanding of current local, state, and federal programs available to youth and families; maintains current knowledge and understanding of NRS-Chapter 62.

**QUALIFICATIONS:**

Must be 21 years of age at the time of application; and

**KNOWLEDGE OF:**

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**ABILITY TO:**

- Ability to pass a thorough law enforcement background check.
- Work effectively with juveniles and their families.
- Respond to and make decisions under stress of emergency and confrontation.
- Communicate clearly and concisely orally and in writing.

- Build client rapport and maintain confidentiality.
- Recognize the signs and symptoms of substance abuse; identify potential child abuse and neglect.
- Remember and make a written record of observations and actions taken.
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- Have basic operational computer knowledge.

### **EXPERIENCE AND EDUCATION:**

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- Bilingual (English / Spanish) as well as verbal and writing skills are desirable.

### **LICENSE OR CERTIFICATE:**

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- Possession of or ability to obtain a certificate in CPR.
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