

## **Grant County Position Description**

**Position Title:** Juvenile Probation Officer

**Department:** Probation

**Reports To:** Assistant Chief Probation Officer/Juvenile Div.

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### **Purpose of Position**

Under occasional supervision, and at the discretion of the Judges and Chief Probation Officer performs a variety of duties including reviewing new referrals, preparing charges for juvenile court, assisting the prosecutor in court, intakes, counseling, supervising, referring, processing, and maintaining records of juvenile probationers of Grant County.

### **Essential Duties and Responsibilities**

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- \* Completes an IYAS detention and community supervision tool to assess risk and needs.
- \* Utilizes motivational interviewing skills (Miller, Rollinick) and “Stages of Change” theory (Prochaksa, DeClimenti) while interacting with juveniles and their parents/guardians in daily appointments.
- \* Models appropriate communication and behavior.
- \* Supervises juveniles according to risk.
- \* Completes Carey Bits/Guides and other assignments with clients.
- \* Utilizes directed skill practice with clients.
- \* Interviews, files, and writes Pre-Dispositional reports.
- \* Completes case plans considering the risk, need and responsivity principles.
- \* Reviews and processes intakes on new referrals.
- \* Transport juveniles, as needed.

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- \* Updates and inputs data into computer system.
- \* Appears and testifies in Court, as needed.
- \* Prepares and mails summons, letters, reports, etc.
- \* Files charges.
- \* Monitors compliance with Conditions of Probation by probationers.
- \* Answers telephone and provides information and answers questions regarding juvenile issues and concerns.
- \* Maintains contact with parents/guardians, counselors, school officials, medical personnel, caseworkers, etc.
- \* Administers urine samples.
- \* Picks up arrest/detention reports for detention center and police department.
- \* Updates, prints, and delivers house arrest reports.
- \* Completes risk assessments for probationers.
- \* Conducts field visits on probationers.
- \* Refers juveniles to outside agencies/programs such as drug/alcohol, mentor, etc.
- \* Trains interns.
- \* Attends staff meetings and training sessions.
- \* Performs all assigned duties in an ethical and professional manner as detailed in Indiana's Judicial Code of Conduct.
- \* Performs other related essential duties as required.

**Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

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Bachelor's degree in Psychology, Criminal Justice or related field.

### **Special Requirements**

Required to be eligible for State certification as Probation Officer as required by Indiana Statute.

### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Physical Requirements**

- \* Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone systems, dictating equipment, television/VCR, etc.
- \* Ability to safely operate motor vehicles.
- \* Ability to physically exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- \* Ability to lift and/or carry weights of ten to twenty pounds.
- \* Sedentary work involves sitting most of the time, but may involve walking, standing, stooping, kneeling, or reaching for periods of time.

#### **Supervisory Responsibilities**

- \* Ability to assign, review, plan, and coordinate the work of interns and trainees.
- \* Ability to provide instructions to interns/trainees.

#### **Mathematical Ability**

- \* Ability to add, subtract, multiply, divide, calculate decimals and percentages, and use descriptive statistics.

#### **Language Ability and Interpersonal Communication**

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- \* Ability to comprehend and correctly use a variety of informational documents including police reports, school reports, preliminary reports, progress reports, drug/alcohol assessments, mentor reports, Court documents, incident reports, Pre-Dispositional reports, diagnostic evaluations, and other reports and records.
- \* Ability to comprehend a variety of reference books and manuals including Criminal Code Book, Probation Directory, and Handbook, Judicial statutes, etc.
- \* Ability to prepare preliminary reports, summons, risk assessments, Pre-Dispositional reports, intake sheets, drug test requests, computer reports, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- \* Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- \* Ability to use and interpret legal, counseling, and "street" terminology and language.
- \* Ability to perceive and discriminate colors, sounds, tastes, and odors.
- \* Ability to use independent judgment, common sense, and principles of influence, synthesis functions, and conceptual thinking in the performance of tasks.
- \* Ability to communicate effectively with probationers, immediate supervisor, law enforcement personnel, school administrators, teachers, and students, attorneys, Judges, Prosecutors, parents/guardians, counselors, other County personnel, outside agency workers, and the general public verbally and in writing.

**Environmental Adaptability**

- \* Ability to work effectively in an office environment.
- \* Ability to handle a high degree of stress and potential danger associated with working in an environment with clientele having a known history of violence, substance abuse, hostile behavior, etc.

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**Grant County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**

This is a full time position with complete benefit packages. The salary for this position will be paid according to the Indiana Probation Officer Salary Scale.

This information will also be posted on [www.grantcounty.net](http://www.grantcounty.net).

Resumes and/or applications can be sent directly to Melissa Stephenson at [mstephenson@grantcounty.net](mailto:mstephenson@grantcounty.net) and will be accepted until noon on Friday, 9/2/22.