

# JOB OPENING

## Troup County Government

**Position:** Juvenile Chief Probation Officer     **Department:** Juvenile Court     **Salary:** \$24.48/Hr

Under general supervision and instruction this position is responsible for directing the provision of the comprehensive supervision and case management of juvenile offenders.

### Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in a course of study related to the occupational field; must have 1-3 years of related experience
- ⇒ Must have a current valid driver's license
- ⇒ Knowledge of the juvenile justice system
- ⇒ Knowledge of case management principles
- ⇒ Knowledge of community resources
- ⇒ Knowledge of grant management principles
- ⇒ Knowledge of relevant local, state and federal laws
- ⇒ Skill in the analysis of problems and the development and implementation of solutions
- ⇒ Skill in the preparation of clear and precise reports
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Supervises Probation Officers; providing support and clarity. Monitors case management to ensure compliance with department standards, protocols, and court orders. Provides legislative updates.
- ⇒ Carries and supervises a caseload of probationers, Conducting home, school, and office visits with probationers and families
- ⇒ Conducts risk and needs assessments of juveniles and makes referrals as appropriate
- ⇒ Documents case activity in the case management system
- ⇒ Actively seeks Evidence Based programs
- ⇒ Prepares grant applications and grant-required reports; manages grant programs and funds
- ⇒ Works diligently with the schools to ensure youth on probation are being provided services needed within the schools, an advocate for school attendance, assists parents navigate school situations by making phone calls, sending emails, and participating in meetings including IEP meetings with them. Forwards 2nd and subsequent adjudications to the school system on a monthly basis
- ⇒ Performs the duties of an intake officer as required and serves as the point of contact for contract intake staff
- ⇒ Serves as a point of contact for many service providers, community stakeholders, community service connections, and interested community mentors
- ⇒ Ability to perform necessary input and data retrieval in several data information systems, JCATS, JDEX, JTS, PTS
- ⇒ Attends court, provides reports and recommendations, testifies as needed; Assists in reviewing court orders for accuracy and ensures the PDRA's and DAI's are entered, and case docketing and the detention board is updated, timely and accurately
- ⇒ Attends a variety of department, county, community, and external agency meetings and training
- ⇒ Point of contact for CHINS (child in need of supervision) cases and provides support to parents of CHINS and delinquent youth
- ⇒ Sets up client evaluations and screenings; conducts in-office drug screenings, makes appropriate referrals to DFCS and law enforcement as needed
- ⇒ Assists Probation Officers in development and implementing individualized treatment plans for juveniles which includes determining the level of treatment needed and most effective treatment modalities to utilize, reviews and revises treatment plans prior to submission to Judge for approval
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov).**

Job #: 04062026 Juvenile Chief Probation Officer

Grade 16

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

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