

*JUVENILE BOARD*

PHIL GRANT,  
Judge, 9<sup>th</sup> Judicial District  
LISA MICHALK,  
Judge, 221<sup>st</sup> Judicial District  
KRISTIN BAYS,  
Judge, 284<sup>th</sup> Judicial District  
KATHLEEN A. HAMILTON,  
Judge, 359<sup>th</sup> Judicial District  
JENNIFER J. ROBIN,  
Judge, 410<sup>th</sup> Judicial District  
TRACY GILBERT,  
Judge, 418<sup>th</sup> Judicial District  
PATTY MAGINNIS,  
Judge, 435<sup>th</sup> Judicial District  
**BRUCE GUSLER,**  
Director



**MONTGOMERY COUNTY**  
**OLEN UNDERWOOD JUVENILE JUSTICE CENTER**  
**200 ACADEMY DRIVE**  
**CONROE, TEXAS 77301**

*JUVENILE BOARD*

DENNIS WATSON,  
Judge, County Court at Law No. 1  
CLAUDIA LAIRD,  
Judge, County Court at Law No. 2  
PATRICE McDONALD,  
Judge, County Court at Law No. 3  
MARY ANN TURNER,  
Judge, County Court at Law No. 4  
KEITH M. STEWART,  
Judge, County Court at Law No. 5  
MARK KEOUGH,  
County Judge

**Phone (936) 760-5805**  
**Fax (936) 760-5851**

## **JOB POSTING**

**Posted: 4/29/2019**

**JOB TITLE: Juvenile Probation Officer**

**SALARY: \$ 1,570.16 Bi-Weekly / \$ 40,824.16 Annual**

**An unofficial Job Description outlining the basic responsibilities and requirements is attached.**

**OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED TO:**

**HR Specialist**  
**200 Academy Drive**  
**Conroe, TX 77301**

**APPLICATIONS WILL BE ACCEPTED UNTIL FILLED**

**AFTER RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS MUST PASS A DRUG SCREEN BEFORE THEY BECOME EMPLOYEES OF MONTGOMERY COUNTY. HALF THE COST OF THE TEST WILL BE THE APPLICANTS RESPONSIBILITY.**

**ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE.**

**THE MONTGOMERY COUNTY JUVENILE PROBATION DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER.**

**MONTGOMERY COUNTY  
JUVENILE PROBATION DEPARTMENT**

**JOB TITLE:** Juvenile Probation Officer

**SALARY:** \$ 1,570.16 Bi-Weekly  
\$ 40,824.16 Annual

**BASIC RESPONSIBILITIES:**

Under the supervision of the Supervisor of Field Services, the Probation Officer - Field Services performs moderately complex social service work in providing probationary supervision and counseling to juveniles directed by the Court.

**EXAMPLES OF DUTIES:**

- Supervise probationers in their home, school, place of employment or the Juvenile Department offices
- Monitor the supervision and treatment provided to probationers by service providers and other juvenile service agencies
- Work with community agencies regarding the supervision and treatment of probationers
- Attend all court hearings relating to assigned cases
- Monitor probationers' adherence to court orders and take appropriate action when orders are violated
- Develop, review and implement case plans/goals for probationers,
- Prepare necessary reports and gather appropriate records for modification and revocation hearings
- Prepare files for court
- Act as a broker by referring and involving probationers and their families in appropriate community services
- Recruit probationers and/or their families for activities sponsored by the Juvenile Department
- Attend and participate in staff meetings and case staffing sessions
- Visit assigned probationers being detained in detention
- Document all information, contacts, and services pertaining to a probationer

- Prepare caseload reports
- Responsible for computer data entry and update
- Assist co-workers in the performance of their duties when necessary, especially as it pertains to security
- Assume responsibility for the transportation of probationers to medical appointments, dental appointments, court appearances, etc.
- Perform other duties as they are assigned

## **REQUIREMENTS**

### **Training and Experience:**

- Possession of a bachelor's degree conferred by a college or university accredited by an accrediting organization recognized by the Coordinating Board, Texas College and University System
- Have either:
- One year of graduate study in criminology, corrections, law, social work, psychology, sociology or other field of instruction approved by TJJD; or
  - One year of experience in full time casework, counseling, community or group work in a social service, community, corrections, or juvenile agency that deals with offenders or disadvantaged persons and that is determined by TJJD to
  - Provide the kind of experience needed to meet this requirement

### **Special Knowledge, Skills and Abilities:**

- Commitment to the department's vision of developing people to their full potential
- Working knowledge of the principles and techniques of social case work
- Working knowledge of federal and state laws, rules, regulations, procedures and techniques involved in the preparation of the case records and related documents
- Understanding of human behavioral patterns and ability to apply good judgment to problem individuals
- Ability to establish and maintain satisfactory working relationships with fellow employees, the general public and other social agencies
- Ability to assess the needs of the individual, client, and refer them to and involve them in the appropriate community agency or service

- Ability to make rational, justifiable decisions
- Dedication and flexibility

**Additional Requirements:**

- Possess a valid Texas Driver's License (if employee is coming to this position from another state, this requirement must be met no later than thirty days following the date of employment)
- Must have a telephone number at which he/she can be reached
- Must have access to a vehicle that can be used while on duty and be able to provide proof of liability insurance on said vehicle
- Must be able to pass physical agility test

Approved:

\_\_\_\_\_  
Bruce Gusler  
Director

\_\_\_\_\_  
Date