

**Title:** Juvenile Probation Officer  
**Department:** 53<sup>rd</sup> Circuit Court  
**Division:** Family Division  
**Bargaining Unit:** Non- Union Court Staff

**Updated:** July 2024

### **POSITION SUMMARY:**

Investigates assigned cases and recommends appropriate disposition of juvenile cases. Supervises youth under the court's jurisdiction, maintains case documentation, and performs other case supervision related functions.

The probation officer coordinates with school officials, family members and the Court, along with the attorneys involved in the case. Probation Officer maintains appropriate State regulated file requirements for probation caseload. Probation Officers work on developing and maintaining programming for clients of the county to aid in rehabilitation and to ensure the safety and security to the community. Officer collects client management details.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain all probation files as required for State mandates and perform necessary casework.
- Make personal contact with youth and family on a weekly basis and monitor probation conditions. (tether, drug screens, counseling, etc.)
- Identify specific needs of youth and family and implement action plans to meet needs.
- Perform general casework, complete intakes with new clients to advise of rights and ensure all information is correct on petition.
- Compose and submit reports to the Court in reference to the probationer's progress and make recommendations of probation terms for each individual case.
- Facilitate and supervise urinalysis screenings and supervise electronic monitoring hook ups and deletions.
- Evaluate clients for competency issues. Arrange competency evaluations along with psychological evaluation for the Court's benefit and review.
- Facilitate and coordinate community service assignments, substance abuse assessments and online classes.
- After hours on-call rotation to respond to crisis and emergency situations and determines the most appropriate response in accordance with case history, court policies and procedures, court rules and statutes.
- Establishes a relationship with the youths; serves as a role model, tracks and supports the youth's progression.
- Appears in court and testifies regarding case investigations and recommendations, and probation violation proceedings.
- Maintain accurate records of all cases and submit required reports in a timely manner.
- Handle police referrals, probation violations, and coordinate holdover services, Regional Detention Support Services and county transports for juveniles.
- Other duties as assigned.

### **EXPERIENCE, SKILLS, EDUCATION:**

- Bachelor's degree in social sciences or a related human services field that qualifies the person to manage or supervise the delivery of juvenile services.
- Completion of Michigan Judicial Institute Certification for Juvenile Court staff within two years after date of employment.

- Ability to effectively collaborate with staff and agencies involved with providing assistance services for juveniles.
- Analyze problems, evaluate alternatives and implement sound solutions.
- Ability to interpret applicable federal and state regulations.
- Prepare and present reports.
- Ability to work, research and problem solve independently.
- Ability to prioritize and time manage.

#### **CONDITIONS OF EMPLOYMENT:**

- Prior to starting employment, the candidate must complete a satisfactory background check. The background check is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, and professional and personal references.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position and maintain reliable transportation.

#### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

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 with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment.
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 25 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Normal office hours are from 8:00 a.m. through 4:30 p.m.
- Work is not limited to normal work hours.

*Disclaimer: The statements contained in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

#### **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

It is the policy of Presque Isle County not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, disability that does not prevent performing essential job functions or because he or she is a protected veteran.