

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Probation Officer / Employment Training and Job Development Specialist
Job Code: 8114
Pay Grade: 49
FLSA Status: Non-Exempt



PURPOSE OF CLASSIFICATION:

Performs essential functions assigned to a juvenile probation officer and will oversee all aspects of Pima County Juvenile Court's Training and Employment Program. The program includes working with private and public sector partners and resources to develop strategies to address training and job development services for juveniles under the jurisdiction of the court.

ESSENTIAL FUNCTIONS:

- Oversees the implementation and coordination of the PCJCC's Juvenile Training and Employment Program. Works with community resources to develop and implement the program.
- Plans, develops, and implements the Employment Training and Job Development Program (ETJDP) to assist juveniles in becoming self-sufficient by teaching them job search and job skills and guiding them through the job search process.
- Promotes working alliances between judges, prosecutors, defense counsel, probation, and other service providers and serves as the ETJDP liaison between Pima County Juvenile Court Center (PCJCC) and the community.
- Assists Youth Achieving Resource Development Skills (Y.A.R.D.S.) program participants with employment training and job placement.
- Recruits, develops, and retains potential work sites for juveniles.
- Develops the format and curriculum for presentations and workshops that teach the probationer methods to obtain employment.
- Conducts group orientation sessions to explain available programs and services.
- Instructs probationers in job search and job retention strategies.
- Informs probationers of and make referrals to other appropriate community resources
- Recruits, enrolls, and evaluates probationer's performance in job placement programs.
- Determines the need for and authorizes support services within established guidelines.
- Analyzes employment trends in order to advise probationers in their job search.
- Develops and updates resource material for use by the probationers.
- Interviews probationers to determine eligibility for employment, and develops with eligible probationer's employment action plans.
- Counsels and guides probationers towards successful implementation of their employment plan.
- Provides technical resources and assistance to the Probation Division regarding juvenile employment training and job development.

- Refers ineligible applicants to other community resources.
- Advises and refers probationers to additional resource when appropriate.
- Evaluates probationer's progress, apply sanctions for noncompliance and confront probationers when necessary.
- Presents reports, data, and other information at PCJCC/public meetings, to the media and at other forums.
- Maintains written and electronic records of activities, observations, contacts and other relevant events and issues on each assigned probationer. Prepares various reports as required.
- Conducts interviews and screens probationers and their families to determine eligibility for participation in vocational/education programs.
- Makes recommendations to the assigned probation officer to refer probationers and their families to community resources such as counseling services, treatment centers based on observation of activities, behavior, and Conditions of Probation.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Attends various training programs as necessary to learn new techniques, comply with new laws or departmental policies.
- Serves as liaison to private industry to solicit and fill job openings.
- Presents information and facts regarding the ETJDP program to community and business groups.
- Acts as job coach and job mentor to probationers.
- Develops and conducts employer and probationer surveys.
- Transports probationers to interviews when necessary.
- Serves on committees as requested.
- Remains abreast of contemporary social and economic conditions, regulations, guidelines, community social services programs and resources as they relate to probation and the justice system.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the basic principles of psychology and other social science.
 - Must have knowledge of available community programs and resources for employment.
 - Must have knowledge of effective job search and job retention strategies.
 - Must have knowledge of principles and practices of the juvenile justice system, Juvenile Detention, Probation, court-wide operations, practices, processes, procedures and policies.
 - Must have skills to analyze and organize information to develop, evaluate, and improve the EDJDP program and to develop, monitor, and revise employment plans.
 - Must have the skills to interview, counsel, observe and collect data from probationers and other sources pertaining to probationer activities and behavior.
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- Must have the ability to develop and maintain effective and cooperative working relationships with co-workers, businesses, agencies, and general public, including people

of varied social and economic backgrounds

- Must have skills in the areas of self-control, patience, initiative, courtesy, tact and diplomacy.
- Must have the ability to operate a variety of equipment necessary to perform job duties such as computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.
- Must have the ability to communicate effectively in writing and orally with a diversity of individuals and groups; and present recommendations in court on sentencing and/or probationary terms based on investigative findings.

MINIMUM REQUIREMENTS:

- (1) A minimum age of 21 years and must be a United States citizen or have legal resident status (Arizona Supreme Court Order #2003-92)
AND
- (2) A bachelor's degree preferably in the field of behavioral science or a related field (Arizona Supreme Court Order #2003-92)
AND
- (3) Preference of one year experience in a related field, such as but not limited to, criminal, justice, social work, and/or counseling.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at the time of appointment. Must be able to complete training and gain the certification from the Arizona Probation Officer Academy.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Performs work that requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations, may lift and carry up to 75 pounds and bend, reach, keel, crouch, crawl and stoop when necessary.
- Read and comprehend court orders, reports, written rules, regulations, hear and understand speech and radio transmissions and record information accurately and completely.
- Observe behaviors and situations, recall facts, work outside exposed to extreme weather conditions, and perform administrative duties in an office environment.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to a Probation Unit Supervisor. This position performs duties under limited supervision and may direct professional and administrative support staff. This position is funded by grant funding.

**Probation Officer/ Employment Training
And Job Development Specialist**

Date: 09/01/2010

Revised:

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date