

# County of Berks

## POSITION DESCRIPTION FORM

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**Position Title:** Juvenile Probation Officer

**Department:** Juvenile Probation Office      **Reports To:**  
**(Title)** Assistant Chief

**Wage Category:**     **Exempt**                       **Non-Exempt**

**EEO-1 Category:** Professional      **Union Classification:** AFSCME Eligible

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### POSITION SUMMARY:

This position enforces the orders of the Berks County Juvenile Court, performing a variety of tasks in order to supervise juvenile offenders and reduce their risk to re-offend. Under Balanced and Restorative Justice principles, juvenile probation officers serve three clients equally: the victim, the offender and the community. This position ensures that offenders are held accountable for their behavior and that supervision is sufficient to protect the community. In addition, juvenile probation officers are expected to assist in the development of competencies and skills within the offender so that they may become productive, law-abiding members of the community. Probation officers are expected to supervise offenders appropriate to their level of risk to re-offend and work to address areas of need as identified in the risk and needs assessment.

Probation officers hired after July 1, 2005 are required to obtain certification to carry a firearm through the County Probation and Parole Officers' Firearm and Training Commission within eighteen months from the date of hire or face disciplinary action, up to and including termination. Candidates for the position shall undergo a psychological evaluation to determine fitness to carry a firearm.

Juvenile probation officer compensation is based upon years of service and job performance. PO I is typically the entry level pay grade. PO II may be achieved after three years of service, PO III after eight years and PO IV after twelve years, all promotions requiring satisfactory performance ratings as outlined in the Probation Officer Performance Evaluation.

## **POSITION RESPONSIBILITIES:**

### ***Essential Functions***

1. Supervise offenders through a combination of office and community-based contacts, with a focus on the latter. Make collateral contacts with parents/guardians, schools, employers, community agencies and residential facilities. Contacts to be made during regular office and non-traditional hours.
2. Provide guidance, mentoring, support and counseling to offenders under supervision.
3. Build professional alliances with offenders and their families.
4. Accurately assess offender risk and needs through use of the Youth Level of Service (YLS) assessment device.
5. Make recommendations to the Juvenile Court that are cognizant of risk, address criminogenic needs and remain consistent with the principles of Balanced and Restorative Justice.
6. Develop SMART (specific, measurable, attainable, realistic and time-limited) case plans utilizing the results of the YLS and prioritizing needs appropriately.
7. Utilize Motivational Interviewing techniques to engage clients and create the climate for change.
8. Develop familiarity with agencies and resources available to offenders and their families, making appropriate referrals utilizing risk and need data and the department's service matrix
9. Engage in risk reduction activities with offenders.
10. Respond appropriately, consistently and swiftly to violations of probation and Court orders.
11. Document all case-related contacts and generate reports when necessary in a timely fashion. Complete all other necessary paperwork as required.
12. Enforce the collection and initiate the dispersing of restitution for victims and other monetary obligations to the Court.
13. Represent the department in Juvenile Court by presenting both written and verbal information and formally testifying when necessary.
14. Participate in the apprehension and transportation of offenders not complying with the terms of their probation supervision, if trained to do so.

15. Meet Juvenile Court Judges' Commission standards of 40 hours of training yearly and assist in the development of new officers through mentoring.
16. Hold offenders accountable by drug testing as per department policy, referring them to community service work sites and facilitating their enrollment on the electronic monitoring when appropriate (including the installation of equipment when necessary).
17. Performs other duties as assigned.

**NON-ESSENTIAL FUNCTIONS:**

1. Represent the juvenile probation office and Juvenile Court in the community through public speaking engagements and other community events.

**MINIMUM EDUCATION AND EXPERIENCE:**

1. Bachelor's degree with at least 18 credits in a behavioral or social science.
2. Valid and active Driver's License, proof of auto insurance and access to a vehicle for employment purposes.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of the principles, methods, and practices of investigations, supervision, and reporting in community corrections.
2. Working knowledge of the Risk-Need-Responsivity principle and evidence-based probation practices is preferred.
3. Understanding of adolescent development and family dynamics.
4. The ability to communicate effectively through oral and written expressions in a clear and concise manner. Prior training in Motivational Interviewing is preferred but will train as necessary.
5. The ability to establish and maintain effective working relationships.
6. The ability to analyze facts and exercise sound judgment when acting in the best interest of the offender, victim, and community.

7. Basic skill in the operation of computer software applications is required.
8. Ability to converse in Spanish is not essential for all probation officers but preferred for those designated as having a Spanish speaking caseload.
9. The ability and willingness to work outside of normal business hours.

**PHYSICAL DEMANDS:**

1. Ability to complete Control Tactics training and assist, when necessary, in the physical control of subjects that may be cooperative, resistive and/or assaultive.
2. Ability to complete firearms training and achieve and maintain certification to carry a firearm.

**WORKING ENVIRONMENT:**

1. Normal office environment as well as meeting with offenders weekly in their homes, schools, communities and institutional placements during both traditional and non-traditional work hours.
2. At times stressful given the hectic workload and nature of the clientele.
3. Some work may be performed in targeted high crime areas and as a result, the environment could present an increased safety risk.
4. Travel on a regular basis throughout Berks County and occasionally outside the County for training and placement visitation.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*

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**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

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*Date*

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*Signature of Supervisor*

\_\_\_\_\_  
*Date*

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