**Juvenile Probation Officer**

**Posting May 2024**

**Job Description:**

The position of Juvenile Probation Officer ensures juveniles brought to the attention of the court receive guidance, care and control that will best serve the welfare of the juvenile and is in the best interest of the community.

The incumbent will utilize training, experience and good judgment to analyze situations and make critical decisions related to the needs of the juvenile and family with minimal supervision and/or input from supervisors. The incumbent must interpret and abide by Juvenile Code and other state and federal laws, including the timelines set out by these codes. Incumbent will set and secure court dates, notify parties and provide recommendations.

Incumbent will supervise a caseload and conduct routine meetings and visits with juvenile and parents, school officials, providers and other agencies. Incumbent will monitor compliance with case plan and/or orders including, but not limited to, school attendance, compliance with providers, court costs, restitution, fees and fines and community-based programs. He/she will perform witnessed drug screens on juveniles, parents and custodians, document and provide the court with drug screen results and follow written drug screen procedures per juvenile court policy. . Incumbent will refer violation of probation to the prosecuting attorney. Incumbent will attend court hearings, provide court testimony as well as court-involved functions.

**Qualifications:**

Must possess a bachelor’s degree and/or combination of education and experience working with juveniles. Must have strong written and verbal communication skills; knowledge of best practices involving juvenile justice and the Arkansas juvenile code; and the ability to make immediate, conclusive decisions in highly emotional/volatile situations; Must complete a 40-hour juvenile certification course and complete 12-hours of continuing education annually.

Must be able to pass a criminal background check, a child maltreatment registry check and a drug screen.

**Interest parties, please email your resume’ (including any references) to Stephanie Simms, Office Administrator, Garland County Juvenile Court at ssimms@garlandcounty.org.**