Hot Spring County Circuit Court is seeking a full time Juvenile Intake/Probation Officer. The position is responsible for providing supervision for juveniles entering the Juvenile Justice System through FINS, Truancy, or Probation Cases. The qualified individual will conduct risk and needs assessment, prepare and present disposition recommendations and perform accurate data entry work. Officers may teach or attend classes or programs provided to juveniles after normal hours. This position does require the Office to be on-call.

MINIMUM QUALIFICATIONREQUIREMENTS:

Must possess a four-year degree in Sociology, Psychology, Criminal Justice, Education or related field and 2-3 years’ experience working with at-risk juveniles and their families. Applicants must be able to pass a criminal background check as well as child maltreatment registry check.

Juvenile Officers must be professional, have initiative, exceptional time management, organizational skills, problem solving and decision-making skills; excellent written and verbal skills, ability to work well with other individuals and agencies, possess proficient computer skills. At all times the Juvenile Officers must maintain confidentiality and shall project a positive image when interacting with members of the public.

Must be certified as a Juvenile Officer or able to receive certification within one year of hire date. Continuing yearly education per state requirement is mandatory.

Resumes will be accepted through March 24, 2025. Please send all resumes to Scott Walters, Hot Spring County Juvenile Office, 210 Locust Street, Malvern, Arkansas 72104 or by email to [swalters@hotspringcounty.org](mailto:swalters@hotspringcounty.org). Resumes may also be dropped off at the Juvenile Court in the Hot Spring County Courthouse.

JOB DUTIES:

1. Maintain regular office hours, with occasional early morning or evening hours as needed.
2. Complete intake/diversion process on referred juveniles and enter conditions into Contexte.
3. Complete SAVRY and other state-mandated assessment tools as required.
4. Formulate terms and conditions of probation or FINS supervision and prepare court orders.
5. Meet with Juveniles and their families on a regular bases to monitor compliance, as well as

maintain contact with other parties involved in the case

1. Maintain up-to-date case files and database/Contexte entries, draft documents, provide written

court reports and testify in court.

1. Work with outside agencies and treatment facilities to coordinate services and resources.
2. Serve on-call hours
3. Other duties as assigned by the Court of Chief Juvenile Officer

Minimum starting salary is $38,000.00 per year. Paid employee insurance, 14 paid holidays, accrue up to 12 sick days per year, 10 days’ vacation after one year of service. APERS state retirement program, and paid life insurance ($20K coverage) for employee. Dental, vision, and life insurance options also available.