

# EMPLOYMENT OPPORTUNITY

## 16TH JUDICIAL DISTRICT CIRCUIT COURT, JUVENILE DIVISION

### JUVENILE PROBATION OFFICER

The 16th Judicial District Circuit Court, Juvenile Division, has a job opening for a Juvenile Probation Officer

#### **THE JUVENILE PROBATION OFFICER SHALL HAVE THE FOLLOWING JOB DUTIES:**

- (1) To receive and investigate complaints and charges that a juvenile is delinquent or dependent-neglected, or that a family is in need of services.
- (2) To make appropriate referrals to other public or private agencies of the community if their assistance appears to be needed or desired.
- (3) To perform all other functions assigned to him or her by this subchapter, by rules promulgated pursuant thereto, or by order of the Court.
- (4) Perform other functions assigned by code, rule, or Court.
- (5) Shall give appropriate aid and assistance to Court upon request by judge.

#### **THE JUVENILE PROBATION OFFICER QUALIFICATION REQUIREMENTS ARE AS FOLLOWS:**

Must be 21 years of age; be a U.S. citizen; have experience working with juveniles for at least one year; attend an AOC approved certification course within the first year of employment; obtain 12 hours of continuing education as authorized by the Circuit Court each year after attending the initial certification course; submit to criminal background checks conducted by the county prior to employment (**Standards adopted by Juvenile Officers Standards Committee effective January 1, 1998**); and must be team orientated.

The **deadline** for the application process is **February 15, 2022**, and resumes shall be turned in by mail or in person to Honorable Lee Harrod, Circuit Judge, 368 East Main Street, Batesville, Arkansas, 72501, no later than February 15, 2022.