

**BERRIEN COUNTY TRIAL COURT**  
**JOB DESCRIPTION**

**TITLE:** Juvenile Probation Officer

**DEPARTMENT:** Trial Court – Family Division – Court Services

**GENERAL SUMMARY:**

Under general supervision of the Family Division Administrator and other supervisory personnel, performs juvenile casework for the Berrien County Trial Court-Family Division. Conducts investigatory processes to gather information about a youth and family. Provides dispositional recommendations to assist the Court with appropriate offender disposition. Develops, implements, and oversees an individualized plan for counseling, treatment and direction for probationer rehabilitation with the application of evidence-based risk assessment tools. Develops and implements case plans, which may include counseling and treatment programs to assist and guide juvenile offenders and their families in rehabilitation efforts. Supervises probationers to increase assurance they follow court ordered probation terms and conditions.

**TYPICAL DUTIES:**

1. Reviews new petitions and conducts pre-disposition investigations to prepare written reports and make recommendations to the court.
2. Manages a caseload of delinquent youth under the jurisdiction of the Berrien County Trial Court-Family Division, which includes the development and implementation of individualized treatment and counseling plans for probationers and their families. Evaluates risk assessment tool outcomes and selects appropriate programs for probationers and their families to address identified risks/needs. Management of cases may include field work within the home, school and community environments.
3. Maintains and documents organized contact with child, parents, schools, police and other agencies to verify information, obtain reports, monitors progress, and completes evaluations or assessments of court-engaged youth.
4. Explains court orders to youth and families to increase assurance that youth follow through on court directed appearances, community service, payment of fines and/or restitution and other court ordered conditions.
5. Maintains records and prepares reports reflecting child's progress, case contacts and other summaries as required. Maintains caseload reports and participates in data collection efforts to assist the Court Services Department with overall goals.
6. Maintains productive working relationships with the judges, co-workers, police agencies, social service agencies and others; follows department policies, regulations and procedures during the course of job duty assignments.
7. Works as part of a team to ensure that the team meets its objectives.
8. Recommends social services agencies or community organizations to clients and families; refers clients to treatment programs based on need and in compliance with terms of probation.

9. Provides testimony as an officer of the court; collects samples or specimens to test for alcohol or substance abuse.
10. Recruits, investigates and makes recommendations regarding licensing of shelter and foster homes. Conducts training sessions with foster parents.
11. Transports juveniles to hearings, other agencies, foster homes or placements appropriate to the individual case.
12. Attends seminars, administrative staffings and staff meetings as required. Represents the Trial Court Probation Department to the community; prepares and presents speeches and presentations to various offender and community groups as requested
13. Coordinates a panel of volunteers and manages cases assigned to the Community Restorative Board.
14. May manage juvenile probation cases off-site within a school or other agency setting.
15. Flexible/non-traditional hours may be required for special projects or to maintain a specific caseload. May work a flexible workday or workweek schedule as directed by supervisory personnel.
16. Completes special projects and assignments as requested.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Education: A Bachelor's degree in social work, psychology, criminal justice, behavioral science or related field is required.

Experience: Minimum of one year paid full time experience working with youth within the juvenile court system or social service agency is required.

**Desirable Knowledge, Skills and Abilities:**

Thorough knowledge of the theory, laws, and procedures pertaining to probation activities, casework supervision, counseling skills and techniques, community service process and substance abuse. Knowledge of the criminal law component of the Michigan court system. Master's degree in one of the aforementioned programs and two years of casework in a juvenile court or related child welfare agency desired.

**SPECIAL EMPLOYMENT REQUIREMENTS:**

Complete the Michigan Judicial Institute (MJI) juvenile probation officer certification training within two years of employment.

Working knowledge of developmental and child psychology, family dynamics, behavioral disorders and appropriate interventions required. Computer literacy, organization skills, attention to detail, excellent written and verbal communication skills and the ability to work with diverse populations are essential. Ability to maintain the confidentiality of information and professional boundaries. Requires access to transportation while performing the duties of the job and must possess and maintain a valid, unrestricted Michigan driver's license, personal auto insurance, and must maintain eligibility to drive as per the County's Vehicle policy.

Must pass a pre-employment physical, drug test, and a criminal and civil record check. Employees will be fingerprinted. Appropriate speech, dress and a high level of personal and professional conduct for work in a court setting must be maintained in accordance with the standards established by the Judicial Council. Regular, reliable, and predictable attendance is required. Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public. May be assigned to work at any Berrien County Trial Court location during the course of employment. Submit to random drug and alcohol testing per the Court's policy.

**Working Conditions:**

Normal office environment, lifting of up to 25 pounds is expected and some reaching and bending for file manipulation is required. Prolonged sitting and standing are required based on specific job duties and assignments. May perform work in an environment that involves a moderate degree of hazard. Individual will be required as necessary to work a varied schedule including evenings and weekends. Exposure to persons charged or adjudicated of criminal offenses.

This description is intended to describe the type and level of work being performed by a person assigned to the job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Approved:   
Trial Court Chief Judge  
Grade: 9 Non-exempt / Non-union

4-10-19  
Date

Apply [here](#).