

CLASSIFICATION: JUVENILE PROBATION AND PAROLE OFFICER II

Class Code: 5461-20

Date Established: 02-13-06

Occupational Code: 3-2-1

Date of Last Revision: 7-17-15

Exempt Status: Non- Exempt

BASIC PURPOSE: To conduct investigations as directed by the court and Juveniles Parole Board and to supervise juveniles placed on conditional release or juvenile parole and to exercise partial supervision over Juvenile Probation and Parole Officers, interns and support staff as assigned.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Conducts pre-dispositional and other investigations as directed by the court or Juvenile Parole Board concerning juvenile delinquents and/or children in need of services.
- Prepares written reports and recommendations for the court or Juvenile Parole Board, including alleged violations of conditional release and juvenile parole.
- Supervises juveniles on conditional release or juvenile parole in order to ensure compliance with the terms of release.
- Arrests juveniles who are in violation of the law, fugitives from justice, or in immediate danger; acting under supervisory oversight and in accordance with New Hampshire RSA 169.
- Takes into custody juveniles who violate conditional release or juvenile parole and prepares case information for prosecution before the court.
- Coordinates with court officials, law enforcement agencies, state, private agencies, family members and the public to assist the court in making dispositional determinations in matters of juvenile delinquency and children in need of services.
- Provides family-centered intervention to families and caretakers to help maintain the family unit.
- Coordinates suitable out-of-home care to meet a specific need of the juvenile and family, including facilitating transportation.
- Manages cases to ensure case plan is carried out and court and administrative reviews under state and federal laws are completed in a timely manner.
- Exercises partial supervision over Juvenile Probation Parole Officers, interns and support staff as required.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Master's degree in criminal justice, criminology, behavioral science, counseling, cultural anthropology, education, human services, psychology, social work, sociology, or a related field.

Experience: Two years' experience in the field of juvenile justice, or social services experience relating to juveniles in the criminal justice field, or experience associated with juvenile or adult parole or probation activities or substance abuse prevention.

OR

Education: Bachelors degree in any field with at least twelve (12) courses or thirty six (36) credit hours in one or more of the following educational fields: criminal justice, criminology, behavioral science, counseling, cultural anthropology, education, human services, psychology, social work, sociology, or a related field.

Experience: Three years' experience in the field of juvenile justice, or social services experience relating to juveniles in the criminal justice field, or experience associated with juvenile or adult parole or probation activities or substance abuse prevention.

SPECIAL REQUIREMENTS:

1. Must demonstrate successful completion of basic juvenile services CORE Training plus advanced-level training for professional skill enhancement or its equivalent.
2. Must receive satisfactory performance evaluation and performance based recommendations from the supervisor and the Juvenile Justice Services [JJS] Field Administrator.
3. Must be available for non-traditional work hours to meet the needs of youth and families.

License/Certification: Valid driver's license and/or access to transportation for use in statewide travel.

RECOMMENDED WORK TRAITS: Knowledge of the principles and practices of juvenile justice (probation and parole). Knowledge of adolescent development and behavior and the underlying aspects of such behavior. Knowledge of family centered services in the juvenile justice system. Ability to gather and analyze complex information. Ability to speak before groups and to prepare and present requests to a court or juvenile parole board. Ability to establish an effective working relationship with adolescents and families. Ability to perform as a positive role model. Ability to establish and maintain effective working relationships with court officials, law enforcement, juvenile parole board, collateral agencies and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.