

**CLASSIFICATION:** JUVENILE PROBATION AND PAROLE OFFICER III

**Class Code:** 5462-22

**Date Established:** 02-13-06

**Occupational Code:** 3-2-1

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non- Exempt

**BASIC PURPOSE:** To serve as an officer of the court regarding juveniles placed on conditional release or parole, investigating and reporting recommendations to the court as required.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Supervises pre-adjudicated and adjudicated Delinquents, CHINS and/or parolees under the authority of NH Family and District Courts, other states through the Interstate Compact on Juveniles or the NH Juvenile Parole Board.
- Monitors and reviews cases to ensure that case plans are being carried out, court orders are being followed and that court administrative reviews are being held. Completes pre-dispositional investigations for adjudicated youth as ordered by the District and Family Division Courts.
- Develops a case plan which includes implementing all court orders and makes sentencing and restitution recommendations.
- Represents and advocates for the State at dispositional and subsequent hearings in juvenile matters in various courts throughout the state. Ensures that juvenile's educational rights are protected.
- Appears without counsel at court hearings where adverse parties are represented.
- Reports and prosecutes violations of conditional release by youths before the courts.
- Monitors the compliance of court orders by parents including reporting violations of parents to the courts and prosecuting the parents for criminal contempt.
- Recommends commitment to the Youth Development Center including developing parole supervision plans with recommendations on the conditions and terms of parole for presentation to and approval by the Juvenile Probation Parole Board.
- Serves as an officer of the court including investigating any matter requested by the court as well as preparing a report with the investigative results and recommendations to the court.
- Arrests and takes into custody any juvenile found violating any law or who is believed to be a fugitive from justice or who would endanger himself or others, unless immediate action is taken; acting in accordance with New Hampshire RSA 169.
- Exercises supervision over Juvenile Probation Parole Officers, interns and support staff as required.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**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 direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**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 independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

**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:** 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.

**OR**

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

**Experience:** Four 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.
2. Must receive a 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 principles and practices of juvenile justice (probation and parole) and the availability and use of community resources. Knowledge of statutes relevant to juvenile justice and adolescent development and the psychological, environmental, and other causes of juvenile delinquency. Ability to coordinate and implement family-centered services in the juvenile justice system. Ability to exercise judgment in evaluating situation and in making decisions. Ability to explain departmental policy, procedures and objectives. Ability to communicate effectively. Ability to establish and maintain effective working relationships with court officials, law enforcement agencies, 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.