



HARNEY COUNTY

Juvenile Probation Officer 1

Days / Hours: 37.5 hours/week (This position is on-call status after normal hours, including weekends and holidays)

Salary/Benefits: \$3504.84 to 3864.70 DOE per month plus Full County Benefits

PURPOSE OF POSITION:

Perform judicial casework in the form counseling, adjustment, rehabilitation, and supervision of juveniles falling under jurisdiction of the Court.

ESSENTIAL JOB FUNCTIONS:

- Provide evidence-based counseling services to at risk youth.
- Schedule, coordinate, and participate in Juvenile Court hearings. Issue summons and subpoenas and notice to all legal parties according to appropriate procedures. Prepare and process expunction and emancipation documents in accordance with office policies and procedures.
- Prepare records, reports, and court documents in relation to performance of juvenile judicial casework.
- Schedule regular in person and home visit meetings with justice involved youth and their families and conduct such meetings in a respectful, calm and professional manner.
- Possess a willingness to perform home, vehicle or person searches if the need arises.
- Perform a variety of general office tasks
- Maintain records and prepare reports on assigned cases. Ensure necessary documents are filed with the Harney County Circuit Court.
- Management and oversight of the Harney County Teen Court Program, in coordination with other Juvenile Department staff.
- Prepare case summaries and Juvenile Department recommendations on initial case dispositions, review hearings and probation violations.
- Possess a willingness and ability to testify in court.
- Confer with school administration and individual teachers, law enforcement agencies, social service agencies and mental health/addictions agencies regarding immediate response to juveniles.
- Arrange transportation of youth or possess a willingness to transport youth apprehended in the local community to detention, home county or state of residence.
- Supervise youth performing community service hours both inside of the courthouse and within the surrounding community.
- Collect and process restitution payments.
- Follow all rules of professional ethics, HIPAA and confidentiality regulations.

JOB REQUIREMENTS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Broad knowledge of juvenile and adult pro-social, anti-social and delinquent behaviors. Identification of adjustment inconsistencies and methods of treating them.
- Knowledge of probation practices, Oregon Revised Statutes and the Criminal Code. Extensive record keeping ability and the capability to convey accurate descriptions of cases to attorney's, judges, families and support staff.
- Knowledge of community resources, Mental Health/Addictions Agencies and Social Service Agencies.
- Proficient skills in navigating computer software to include but not limited to, Word, Excel, Outlook and other record keeping engines.
- Ability to work in on-call status after normal hours, including weekends and holidays
- Excellent English/grammar/writing skills (As part of the interview process, the applicant will be asked to type a brief paragraph on a subject provided to show the proper use of grammar and writing skills)
- Equivalent to two (2) years' experience working with delinquent and/or justice involved youth or any combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

DESIRABLE REQUIREMENTS:

Completion of a Bachelor's Degree in juvenile justice or related field, experience working with high needs individuals and in crisis situations, training and/or experience in de-escalation tactics and motivational interviewing.

SPECIAL REQUIREMENTS/LICENSES:

Possession of a valid driver's license and produce an acceptable driving record. Proof of insurance driving personal vehicle.

Return all application to Deanna Atwell at the below email address

Application Closing Date: June 24, 2025 Obtain an employment application and full job description from Human Resources, by email deanna.atwell@harneycountyor.gov or call 541-413-3110, The application is also available on the Harney County website under the Human Resource Department.

Harney County is an AA/EEOE.