



COLUMBIA COUNTY, OREGON
JOB TITLE: JUVENILE COURT COUNSELOR/PROBATION OFFICER I
DATE: NOVEMBER 1, 2024

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| EXEMPT (Y/N): | No | CLASSIFICATION: | CSC |
| DEPARTMENT: | Community Justice | JOB CODE: | 202 |
| SUPERVISOR: | Juvenile Division Supervisor | SALARY RANGE: | 25 |
| UNION (Y/N): | Yes | LOCAL: | AFSCME 1442 |

GENERAL STATEMENT OF DUTIES: Work in conjunction with community resources and coordinate available services to provide on-going care and supervision for youth and families. Perform professional casework services, counseling, crisis intervention, guidance, and supervision of youth and families under departmental jurisdiction. Typically, perform duties similar to a Juvenile Court Counselor/Probation Officer II but at an entry-level, without a similar level of independence and individual judgment for decision making. Serve as and perform all duties assigned to ‘Juvenile Counselors’ under ORS 419A.010 (1) (a) and 419A.012.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Conduct personal interviews with troubled or delinquent minors, their parents, and/or custodial supervisors to ascertain personal needs of the youth and family. Confer with parents, law enforcement personnel, victims, and others familiar with the juvenile to determine facts and dispositions in individual cases. Maintain chronological case histories on all clients. Refer and coordinate appropriate services to address behavioral and treatment needs.

Take youth who have violated court orders into custody.

Search youth (person and property, such as rooms, school lockers, etc.) and collect samples for urinalysis (UA)*.

Screen intake referrals for legal sufficiency and appropriate action in conjunction with the District Attorney’s Office. File appropriate petitions, prepare affidavits, court orders, dispositions, violations, and warrants and coordinate diversion agreements. Present social and jurisdictional histories, facts of cases, and dispositional recommendations to the Court. Present evidence and arguments at arraignments, detention hearings, violation hearings, sex offender registration hearings, reviews, and dispositional hearings. Carry out dispositions ordered by the Court.

Correspond with and provide discovery (police reports, assessments, treatment, and school records, etc.) to youth’s legal counsel.

Negotiate potential case resolutions with defense counsel, victims, and youth. Ensure that the Court hearings are progressing in a timely manner and that the best interest of the youth and victims are being represented.

Prepare correspondence, document contacts, return calls and emails, complete assessments, and case plans, and maintain comprehensive and up-to-date records. Provide collaborative documentation to other professionals involved with youth on supervision.

Work with department staff, other social work agencies, schools, churches, public health agencies, law enforcement agencies, and others to develop and implement treatment and rehabilitation programs for individual cases.



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Evaluate placement decisions and supervise youth in and out of home placement, residential care facilities, treatment programs, and detention.

Provide secure transport of juveniles* with knowledge and use of correct restraints, to and from detention centers, treatment programs, vocational programs, home, attorney appointments, medical or mental health appointments, etc.

Monitor youth who have restricted movements using Electronic Monitoring devices.

Develop curriculum and coordinate youth diversion programs. Prepare or assist in preparation of grants, written reports, and recordkeeping necessary for effective operation of youth programs.

Assist in data compilation for the annual report and other statistical analyses of departmental activities.

Address schools, social service agencies, and civic groups regarding juvenile law, departmental programs, activities, and related matters. Participate in local community assistance programs.

Participate in 24-hour, seven day a week on-call status for crises intervention, intake, counseling, placement, and referral services for juveniles and families.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the Assistant Director/Juvenile Division Supervisor who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree with course work in social case work, corrections, sociology, or psychology. One year of experience in social work dealing with juveniles. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.



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CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or the ability to obtain within a short period of hire, state certification as a Juvenile Probation Officer. Must be First Aid, CPR, and AED certified. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of behavior and adjustment problems in juveniles and methods of treatment. Considerable knowledge of delinquency and child welfare laws of the State. Considerable knowledge of the principles of psychology in relation to child welfare.

Skill in general business software and Microsoft Office products. Skill in individual and group work with maladjusted children and adolescents.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment. Write clear, concise, and complete reports.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team where collaboration with all staff in divergent positions is imperative.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Communicate effectively with persons of various ethnic, racial, or age groups and socio-economic levels who may be hostile or abusive.
- Meet requests for information and task completion from a diverse clientele in a timely manner.
- Act effectively and decisively in emergency situations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. May require standing, walking, and physically restraining angry and hostile juveniles.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Daily contact with youth on some level of supervision; interaction to diffuse youth agitation/aggression, taking youth into protective custody; perform duties in both office and field



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setting. May receive physical injuries when confronting and/or taking youth into protective custody. May be required to respond to emergencies after hours. May require some evening and weekend work. Requires entry into juvenile detention centers and youth correctional facilities. Exposed to hazards and risks which accompany exposure to youth on supervision. Extensive travel required, making visits to youth homes, schools, treatment programs and other contacts, often in remote areas.

*Invasive searches may only be conducted by same sex probation officers. Certain other areas of juvenile supervision may also only be conducted by same sex probation officers, such as taking samples for UAs or transporting juveniles under certain circumstances.

A bona fide occupational qualification (BFOQ) has been established which provides that certain of the Juvenile Court Counselor/Probation Officer positions be designated as male or female only, so as to comply with the above limitations.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***