

Job Title:

Juvenile Probation Officer Assistant

Duties : Juvenile Probation Officer (JPO) Assistant shall be able to competently and professionally perform the following duties as specified, but not limit to:

- Assist JPO's in their management and supervision of juvenile offenders
- Visit juveniles at school, work, home, etc
- Conduct home visits and/or curfew checks
- Conduct room searches
- Conduct random UA's on same gender juveniles
- Victim impact statements on occasion
- Make sure all county cars are serviced regularly and in good working condition
- Help get school work to and from the detention center
- Track juveniles that are specifically assigned by JPO
- Assist offices with daily functions, may include, but not limited to, office shopping, mail, covering phones, delivering inter office mail between the Cassia and Minidoka offices
- Complete POST or at minimum the "Officer Safety" portion of POST
- Other duties as assigned by supervisor
- Practice **confidentiality** at all times

Professional Expectations:

- Ongoing training regarding newest trends, drug use, diagnoses, area of specialization regarding supervision of juveniles/special populations, etc. (sex offenders, female offenders, gangs, mental health, etc.)
- Maintain training hours as required by POST
- Maintain self in a professional manner at all times both personally and professionally to maintain a positive role model for the youth and the community
- Comply with any and all agency, POST and/or other professional affiliation Code of Ethics

Education/Experience: Must be over 21 years of age, have valid Idaho driver's license, high school diploma or equivalent, experience working in the juvenile justice field or with youth. Must have good communication skills and be able to establish a rapport with a diverse population. Must be able to work independently and collaboratively with the Probation Department. Must be able to complete a fingerprinting and criminal background check.

Salary: To be determined based on level of experience, starting at \$16.00

Hours per week: 30 hours (Monday, Tuesday, Thursday and Friday) includes some evening and an occasional weekend