



DeWitt County Job Description

Position Title: Assistant Juvenile Probation Officer (Assistant JPO)

Department: Juvenile Probation Department

FLSA Classification: Non-Exempt

Position's Employee Type: Regular, Full-time

Supervisor: Chief Juvenile Probation Officer

Position Summary:

The Assistant JPO provides administrative and clerical support to ensure the efficient operation of the Juvenile Probation Department. Responsibilities include maintaining confidential records, preparing reports and correspondence, scheduling appointments, and assisting probation officers, department leadership, and the public.

This position serves as a primary point of contact for staff, the courts, partner agencies, and families while handling sensitive juvenile information with professionalism and discretion. Duties include data entry, file management, document preparation, and coordination of meetings and court-related materials to support accurate recordkeeping and effective communication within the department.

Essential Job Functions:

1. Oversee the department's daily office operations.
2. Collect, enter and maintain state database files.
3. Forward restitution payments to victims and maintain all records that relate to restitution payments.
4. Notify schools regarding juvenile's detention dates and Title 5 Notifications to schools as required by law.
5. Serve as JCMS Data Coordinator as required and go to all training required by TJJD
6. Oversee and process all Court documents.

Additional Job Duties:

- Any other duty as assigned by the supervisor within the scope of the department.
- Create and maintain juvenile folders.
- Perform receptionist duties and other secretarial duties
- Open and close the department office each work day.
- Oversee and maintain office equipment.
- Maintain office supplies.
- Maintain the entire department location's appearance.

- Receive juvenile offense reports for law enforcement agencies.
- Forward new offense reports to Juvenile Probation Officers.
- Travel daily to the county offices to pick up and deliver mail and other paperwork.
- Serve as Secretary to Juvenile Probation Officers
- Notify Commissioners Court Assistant of Commissioners Court agenda items.
- Prepare packets for meetings such as Commissioners Court and Juvenile Board.
- Conduct research as directed by Chief of Juvenile Probation
- Assist in monitoring all Service Provider Contracts as required by law, Standards and County and Department Policy.
- Create and maintain tracking sheets for service contracts.
- Maintain attendance reports on service provider groups.
- Maintain confidentiality.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Employee must maintain a valid Texas Drivers License. Occasionally, the Assistant JPO may use their personal vehicle for travel in the performance of the job or for training purposes.

Education:

- High school diploma or GED

Experience:

- Minimum of one (1) year of customer service experience. (preferred, but not required)

Required Skills:

- Proficiency with the Microsoft Office Suite (Word, Excel, and Outlook)
- Managing accurate paper and electronic files within a file-keeping software.
- Ability to perform simple calculations and ensure proper grammar, spelling, and syntax in written communication.
- Familiarity with operating standard office equipment like copiers, adding machines, and phones.
- Ability to multitask while maintaining accurate details and reaching deadlines.
- Ability to work independently while effectively understanding and applying verbal and written instructions.
- Strong oral and written communication skills
- Bilingual in English and Spanish (preferred, but not required)

Physical Requirements & Working Conditions:

This position regularly requires an employee to stand; walk; use arms and hands to reach, feel objects, tools and controls. The employee is occasionally required to climb or balance; stoop; kneel; crouch; talk or hear; and smell. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, peripheral vision and depth perception.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee Signature

Date

Printed Name

Supervisor Signature

Date

Printed Name