



**COUNTY OF ERIE**  
**POSITION ANNOUNCEMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: SEPTEMBER 23, 2016**

**CLOSING DATE: OCTOBER 7, 2016**

**TITLE: JUVENILE PROBATION OFFICER I**

**GRADE: 204**

**DEPARTMENT: JUVENILE PROBATION**

**BARGAINING UNIT: ECAPE**

**ENTRY RATE: \$17.47/HOUR, \$34,067/ANNUAL**

**HOURS PER WEEK: 37.5**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application, a Bid Form and Resume stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountypa.gov](http://www.eriecountypa.gov) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

**MINIMUM REQUIREMENTS /QUALIFICATIONS:**

Four-year college degree in a curriculum oriented to the problems and solutions to problems of human behavior. Adequate physical and mental health to withstand rigorous activity under pressure. Experience in human services field preferred but not required. Must possess and maintain a valid automobile operator's license and submit to and pass a driver's record of violations. Must possess a PA State Police Criminal History background check, PA Child Abuse background check and an FBI Criminal History background check prior to commencement of employment as well, the applicant selected must also pass a Drug Screen and undergo a Psychological evaluation prior to employment.

**DEFINITION OF CLASS:**

Under direct supervision, supervises, counsels, transports and directs court assigned juveniles on probation or parole from Erie County or other jurisdictions as stipulated by the Interstate Compact.

**DUTIES & RESPONSIBILITIES:**

Attends training sessions and observes the operation of all phases of the work done in the Juvenile Probation Department. Prepares all pre-parole and pre-probation reports requested by the Probation Department or the Courts. Provides counseling services to probationers and parolees. Procures treatment for clients or assistance from other departments or agencies as required. Advise probationers and parolees as to their rights under the laws, and to see that these rights are enforced. Collect, supervise disbursement, and keep an accurate record of restitution as ordered by the Courts. Refer the families of persons on parole or probation for assistance by other agencies. Collects data for statistical studies. Transports clients to various locations. Coordinate efforts with court officials, other probation officers, lawyers and other persons or agencies. Seek and arrest individuals that have violated terms of probation or parole. Make recommendations on the placement of clients. Attend court and present evidence to assist judge in decision-making. Other duties as required.

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

**KNOWLEDGE, SKILLS & ABILITIES:**

A working knowledge of modern probation, parole, social service principles and practices. Be aware of Pennsylvania's juvenile justice system enhancement strategies as well as evidenced based probation practices. Ability to learn the laws, rules and regulations pertaining to probation and parole. Ability to inspire confidence and gain cooperation of parolees and probationers and their families. Ability to meet and deal successfully with parolees, probationers and public under trying circumstances. Probation Officer must have high moral standards and integrity (i.e., being able to keep information confidential). The following attributes are also necessary: ability to prepare case histories, emotional stability and good self-control under stress, good judgment in matters relating to human service work, impartiality and firmness, and supervisory ability. Probation Officer must also learn and understand the working of the Court, government and human service agencies, including their goals, service and limitations. Further, Probation Officer must develop an ability to analyze complex problems and make appropriate decisions based on established guidelines as well as the ability to learn the use of physical restraints, arrest procedures and be trained on defensive tactics. Individual must also possess good organizational skills as well as excellent writing and verbal skills.