

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following position. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact Potter County Human Resource Office. Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE JUVENILE PROBATION OFFICER

JOB REQUIREMENTS: Candidates must be of good moral character; have acquired a bachelor's degree conferred by a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board in criminology, corrections, counseling, law, social work, psychology, sociology or other field of study approved by the Texas Juvenile Justice Department.

Preferred: one year of full-time experience doing case work, counseling, community or group work in a social service, community, corrections, or juvenile agency that deals with offenders or disadvantage persons.

JOB DISQUALIFIERS: Applicants must meet all state guidelines for employment and certification as outlined in the Texas Administrative Code; Chapter 344; Employment, Certification and Training.

JOB DUTIES: Duties and responsibilities performed by a Juvenile Probation Officer shall include, but not be limited to, dispositional recommendations, social history reports, intake, supervision of clients on court order and deferred probation, case management and case planning, communication with children, parents, attorneys, law enforcement officers, school officials and community agencies, referral, transporting, securing alternative residential placement, maintaining accurate files and chronological notes, monthly reports.

STARTING SALARY: \$4,500.00 - \$5,500.00 per month DOE

****AN APPLICATION MUST BE SUBMITTED ALONG WITH A RESUME****

APPLICATIONS MAY BE PICKED UP AT THE POTTER COUNTY HUMAN RESOURCE OFFICE OR FOUND AT www.co.potter.tx.us. ALL APPLICATIONS MUST BE RETURNED TO THE POTTER COUNTY HUMAN RESOURCE OFFICE LOCATED AT 900 S. POLK, STE. 705 IN THE SANTA FE BUILDING.

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED.

"POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES."