



CHEROKEE COUNTY JUVENILE SERVICES

Marie Page
Chief Administrative Officer
juvpage@cocherokee.org

October 26, 2022

Jody Tylich
Casework Manager
juvtylich@cocherokee.org

JOB OPENING:

Pam White
Office Manager
juvofcmgr@cocherokee.org

Juvenile Probation Officer I

Rebecca Netherland
Program Supervisor
juvnetherland@cocherokee.org

Job Description: See attachment

Salary: \$36,000.00 to \$45,000.00 CWE
Salary Schedule: PG 57

Administration
P.O. Box 502
135 S. Main Street
Rusk, TX 75785
903-683-5236 office
903-683-9617 fax

Closing Date: This position may close at any time once a sufficient number of applications have been received.

Probation Services
P.O. Box 8497
320 W. Rusk Street
Jacksonville, TX 75766
903-586-7570 office
903-586-1824 fax

For application, please contact:

Cherokee County Human Resource Department
135. S. Main Street
Rusk, Texas 75785
Telephone: 903-683-5367
Fax: 903-683-1186
E-mail: hr@cocherokee.org

**Cherokee County Juvenile Services
Job Posting
Juvenile Probation Officer I
Bi-Lingual Preferred**

Position Summary

Complete intake assessments on youth referred to the department to determine appropriate level of intervention. Completes pre-disposition reports and makes disposition recommendations. Promotes rehabilitation and provides supervision for youth under the jurisdiction of the department.

Essential Functions of the Job

- Complies with legal requirements to ensure youth receive full benefits of due process;
- Receives offense referrals and performs intakes with the juvenile and family for collection of background information.
- Case management, case planning and Risk/Needs assessments;
- Timely documents case management chronological entries in an electronic tracking system (JCMS) while maintaining high levels of confidentiality;
- Generates comprehensive well written court reports and detention hearing documents to the juvenile court;
- Facilitation of individual and/or group classes;
- Development and supervision of Community Service Restitution projects; and
- Ability to establish and maintain effective professional relationships with the judiciary, school officials, government agencies, civic organizations and social service organizations.

Knowledge, Skills and Abilities Required to Perform the Essential Functions

- Knowledgeable of the Texas Family Code, Dawson's Texas Juvenile Law, Texas Administrative Code, Title IV-E, and Texas laws relating to children.

Work Environment

- Work will be performed indoors and outdoors.

Recommended Minimum Qualifications

Candidates must be of good moral character and have acquired a Bachelor's Degree conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board with a preference in Criminology, Corrections, Counseling, Law, Social Work, Psychology, or Sociology or related field of study.

Must have either a, b or both below:

- (a) One (1) year of graduate study in the aforementioned fields or other fields of instruction approved by the Texas Juvenile Justice Department.
- (b) Or one (1) year of experience in full time casework, counseling in social service, community corrections or juvenile agency that deals with offenders or disadvantaged person.

For a full job description, please contact the Cherokee County Human Resource Director. Submit application and resume to Human Resource Director, 135 S. Main Street, Rusk, Texas 75785, or by fax to (903) 683-1186. Applications may be obtained via the web at www.co.cherokee.tx.us and click on Jobs, or email hr@cocherokee.org. Cherokee County is an Equal Opportunity Employer and participates in E-Verify.

This position may close at any time once a sufficient number of applications have been received.