



**VAN ZANDT COUNTY
JUVENILE PROBATION DEPARTMENT**

• *Preparing youth for tomorrow by providing alternative pathways to success* •

323 East Garland • Grand Saline, TX 75140 • (903) 962-6292 • FAX (903) 962-6413

ROBERT COLACINO, Director
Juvenile Probation Services

EXTERNAL/INTERNAL DEPARTMENTAL JOB POSTING

The Van Zandt County Juvenile Probation Department is now taking applications for the following position:

**JOB TITLE: Community Service Officer/Program Coordinator
(Full-Time)**

OPENING DATE: March 29, 2022

CLOSING DATE: Until Filled

General Summary:

Provide supervision of juveniles 10 - 17 years of age and ensure their compliance with all orders of the Court. Coordinate and provide all transportation needs involved with official County business such as, transport juveniles to counseling, community service, vocational training, job placement, monthly recreation activities, and other special activities and programs as assigned. Oversee overall operations and maintain statistical information of all Programs, including Vocational/Occupational Initiatives Creating Employment (V.O.I.C.E.S.), anger management, parenting, community service restitution, mental health counseling, substance abuse counseling and accounting data processing.

Essential Job Functions:

- Provide for and coordinate all transportation arrangements in accordance with Van Zandt County Juvenile Probation Policies and Procedures.
- Ensures that you are available to the staff and youth assigned to the Vocational/Occupational Initiatives Creating Employment (V.O.I.C.E.S.) program on a 24-hour basis.
- Able to work a flexible schedule based on the needs of the programs and department.
- Be available for recreational programs, provide transportation to and from counseling, community service, detention facilities or treatment facilities, and other functions as the Department and/or Vocational/Occupational Initiatives Creating Employment (V.O.I.C.E.S.) program requires.

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Essential Job Functions Continued...

- Responsible for maintaining accurate records that reflect all costs incurred on trips, vehicle information and provide training support, input and maintain training records in the Integrated Certification Information System (ICIS), as required by TAC Chapter 344, perform Exam Proctor duties.
- Responsible for the direct supervision of youth in custody and in transportation to ensure that all safety and security precautions are utilized.
- Strict adherence to all State, Local and Federal driving regulations.
- Responsible for development and implementing the vocational training, educational services and community service program for program youth.
- Maintain effective communications with administrative personnel.
- Maintain accurate statistical information such as attendance, completion and the effectiveness of the programs, responsible for inventory, office supplies and accounting data input and processing.
- Regular attendance is required.

Additional Responsibilities:

- Be able to work flexible hours, may include some late evenings, shift work, Holidays and weekends.
- Provide transportation of juvenile(s) as required by the Department.
- Handles all calls, visitors and clients with a courteous and professional manner.
- Maintain a Notary Public status in the State of Texas.
- Open, sort and route incoming mail and prepare outgoing mail. Send, collect and distribute faxes and monitor deliveries.
- Ability to take Minutes at Staff Meetings or other related departmental meetings and distribute. Assists with preparing closed juvenile case files for destruction.
- May be required to travel for training purposes.
- Provide support to the Director of Juvenile Services and/or Assistant Director.
- May be assigned to the Department's On-Call Rotation.
- Be willing to obtain additional training, skills, and experience.
- Required to perform other duties as assigned by the Director of Juvenile Services, Assistant Director and/or Operations Administrator within the scope of the Department.
- Maintain a Certified Juvenile Supervision Officer status

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General Qualification Guidelines

Experience, Education and General Qualifications:

A High School diploma or its equivalent or College Degree preferred; must be 21 years of age or older, successfully pass physical, urinalysis and through background investigation, under Texas Administrative Code, Title 37 Public Safety and Corrections Part XI, Texas Juvenile Justice Department Chapter 343, Section 3: An incumbent to comply with State Standards and be of good moral character. Must be able to pass Handle with Care Restraint and CPR/First Aid Training, must be able to pass Texas Juvenile Justice Department, Juvenile Supervision Officer Competency Exam.

Knowledge, Skills and Abilities:

- Working knowledge of Windows 10 Professional, MS Office Products, Word/Excel/Outlook.
- Knowledge of statistical/record keeping/accounting input and procedures.
- Ability to type a minimum of 45 WPM and ability to use 10-key.
- Possess good telephone skills.
- Must possess the ability to operate office equipment such as computer, (Windows application) copy machine, fax machine, calculator and telephone system.
- Be willing to obtain additional training, skills, experience and certification as the Texas Juvenile Justice Department prescribes.
- Ability to greet the public in a business-like, professional, and pleasant manner.
- Able to perform safe driving practices and operate vehicles in a safe manner.
- Maintain the supervision of juveniles to ensure their safety at all times and follow detailed record keeping procedures.

Registration, Certification or Licensure:

- Must possess a valid Driver's License.

Physical Requirements:

- Standing, Sitting, Stooping, Walking, Carrying, Kneeling, Bending, Vision, Hearing, Talking, Reaching, Lifting, Pushing, Pulling, Handling, Crouching, Write, and Drive.

Special Conditions:

- Ability to communicate and work with Department staff, Supervisor's, Elected Officials, Law Enforcement, Public, Families, Residents and other County Officials.
- Have reading, writing, spelling and math skills.
- Follow instructions and use own initiative in scheduling own work load.
- Ability to work independently, multi-task and prioritize.
- Have sound judgement; maintain confidentiality and good communication skills.
- Must have reliable transportation and working telephone.

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Working Conditions:

- Environmental Factors – Use of cleaning chemicals, maybe subject to unpleasant odors, bodily fluids and or hazardous materials.
- May be exposed to adverse weather conditions.
- May be exposed to the outdoors.

Annual Salary -- \$25,312.00

Send resume and letter of intent to: Van Zandt County Juvenile Probation Department
323 East Garland Street, Grand Saline, Texas 75140
(903) 962-6292/Office (903) 962.6413/Fax

*****EQUAL EMPLOMENT OPPORTUNITY*****

(Updated 03.29.2022)