

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Intensive Supervision Probation Officer (Juvenile)**

|                 |                                 |                |
|-----------------|---------------------------------|----------------|
| <b>POSITION</b> | DC1007, DC1009, DC1017, DC1012, | FLSA STATUS: N |
| <b>NUMBER:</b>  | DC1020, DC1023, DC1025          |                |

**POSITION DESCRIPTION**

Under general supervision, this position directly supervises and assists juvenile offender clients and their families under the jurisdiction of the District Court with case management, intensive supervision and conditional release services. This position also monitors juveniles from this district who have been committed to a juvenile correctional facility. Performs all duties related to the juvenile's offender status and standing with the Court. Performs other duties as required. This position is supervised by the ISP Division Manager.

**WORK PERFORMED**

- 40% Intensive Supervision/Case Management.** Monitors the activities of juvenile offender clients and provides direct contact with them through meetings: in the office, at the juvenile's home, in out-of-home placement, school and/or place of employment. Conducts periodic drug/alcohol screenings on clients as necessary. Ensures that all assigned clients are following the terms and conditions of their court-ordered sentence and supervision plan. Interacts with the client, their family, school staff, group home or foster home workers and treatment providers. Responsible for driving to other locations as needed. Certified to administer and score Youth Level of Services/Case Management Inventory (YLS/CMI).
- 30% Documentation.** Creates and maintains individual case files on each client ensuring all legal documentation, reports, social documents, chronological and statistical reports are present and updated as necessary. Gathers and verifies client intake information. Develops and implements a case plan according to conditions set by the court. Makes periodic reports to the court as to the progress and well being of the client. Reports all alleged violations to the court as necessary, including verbal and written reports and staffing with Supervisor. Maintains accurate and updated information in the appropriate computer databases.
- 15% Placements and Services.** Locates appropriate placements for clients in the care, custody and control of the Commissioner of the Kansas Department of Corrections Juvenile Services for court ordered out-of-home placements. Gathers and submits appropriate client information to placement providers and ensures that medical, professional and educational/vocational services are available to clients. Seeks services appropriate to meeting the conditions of the court and the needs of the client to include facilitating cognitive behavioral programs and ensuring clients meet the required program hours. Develops and maintains an appropriate visitation/reintegration plan for clients who will return home from placement. Submits billings for placement and services in a timely manner.

## Shawnee County Position Description

### ISP Officer (Juvenile) (DC1007, DC1009, DC1017, DC1012, DC1020, DC1023, DC1025)

**15% Meetings, Training and Staffing.** Participates in organizational meetings, court, case plans and reviews. Attends and participates in a variety of training and educational workshops. Attends various meetings to discuss cases and resolve problems. Regularly attends and participates in juvenile and general staff meetings. Meets with Supervisor to receive work instructions and discuss program issues.

### KNOWLEDGE, ABILITIES AND SKILLS

#### Knowledge of:

- Principles, methods and procedures to facilitate continued adjustment of criminal offenders within their environment.
- Human behavior and interpersonal relationships.
- Basic terminology and concepts of probation and other court services.

#### Ability to:

- Interact with clients and others in order to establish and maintain professional working relationships.
- Convey respect for the criminal offender, communicate information concisely and accurately and maintain composure under stressful conditions.
- Communicate effectively, both orally and in writing, using the English language.
- Maintain extensive records. Such records may be subpoenaed in court and are subject to audits by the agency and the State.
- Work as a team member as well as independently without direct supervision.

#### Skill in:

- Verbal and written communication.
- Typing and data entry skills.

### PHYSICAL REQUIREMENTS

N-Never    O-Occasional (1%-33%)    F-Frequent (34%-66%)    C-Continuous (67%-100%)

|                 | N | O | F | C |                   | N | O | F | C |                                                        | N | O | F | C |
|-----------------|---|---|---|---|-------------------|---|---|---|---|--------------------------------------------------------|---|---|---|---|
| <b>HANDS</b>    |   |   |   |   | <b>BODY/TRUNK</b> |   |   |   |   | <b>OTHER</b>                                           |   |   |   |   |
| Reaching        |   | X |   |   | Sitting           |   |   | X |   | Driving                                                |   | X |   |   |
| Pushing/Pulling |   | X |   |   | Bending           |   |   | X |   | High Elevation                                         | X |   |   |   |
| Climbing        |   | X |   |   | Reaching          |   |   | X |   | Unprotected Heights                                    | X |   |   |   |
| Throwing        | X |   |   |   | Lifting           |   | X |   |   | Around Moving Machinery                                | X |   |   |   |
| <b>ARMS</b>     |   |   |   |   | Carrying          |   | X |   |   | Driving Automotive Equipment                           |   | X |   |   |
| Reaching        |   | X |   |   | Jumping           | X |   |   |   | Exposure to Dust, Gases and Fumes                      |   | X |   |   |
| Lifting         |   | X |   |   | Twisting          |   | X |   |   | Cramped Body Position                                  |   | X |   |   |
| Pushing/Pulling |   | X |   |   | Squatting         |   | X |   |   | Sustained Positions                                    |   | X |   |   |
| Carrying        |   | X |   |   | Turning           |   | X |   |   | Noise Levels (Excessive)                               | X |   |   |   |
| Throwing        | X |   |   |   | <b>LEGS/FEET</b>  |   |   |   |   | Electrical Hazards                                     | X |   |   |   |
| <b>EYES</b>     |   |   |   |   | Walking           |   |   | X |   | Slippery Surfaces                                      |   | X |   |   |
| Near Vision     |   | X |   |   | Standing          |   |   | X |   | Work Above Ground                                      |   | X |   |   |
| Far Vision      |   | X |   |   | Sitting           |   |   | X |   | Work Below Ground                                      | X |   |   |   |
| Color Vision    |   | X |   |   | Carrying          |   | X |   |   | Irregular Surfaces                                     |   | X |   |   |
| <b>VOICE</b>    |   |   |   |   | Climbing          |   | X |   |   | Moving Objects                                         |   | X |   |   |
| Talking         |   |   | X |   | Jumping           | X |   |   |   | In High Volume Traffic                                 |   | X |   |   |
| <b>EARS</b>     |   |   |   |   | Turning           |   | X |   |   | Exposure to Marked Changes in Temperature and Humidity |   |   |   |   |
| Hearing         |   |   |   | X | Lifting           |   | X |   |   |                                                        |   | X |   |   |

### EQUIPMENT USED

## **Shawnee County Position Description**

### **ISP Officer (Juvenile) (DC1007, DC1009, DC1017, DC1012, DC1020, DC1023, DC1025)**

|                   |                        |            |             |
|-------------------|------------------------|------------|-------------|
| Personal Computer | Photocopier            | Cell Phone | Printer     |
| Camera            | Drug Testing Equipment | Telephone  | Fax Machine |
| Automobile        | Pager                  |            |             |

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree from an accredited college/university in human services or other related field **OR** If working toward a Bachelor's Degree, education and related experience working with juveniles/families must total no less than four (4) years **OR** Four (4) years or more of related experience working with juveniles/families. If experience is substituted for the required education, a High School Diploma or GED Certificate is required.

Be 21 years of age or older.

No felony conviction or adjudication in this or any other state or in any military tribunal.

Not be registered on the Kansas child abuse registry.

Not be registered on the Kansas adult abuse registry.

Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

### **SPECIAL REQUIREMENTS**

Required to pass a background investigation, pre-employment physical/drug screen and a review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

**Shawnee County Position Description**

**ISP Officer (Juvenile) (DC1007, DC1009, DC1017, DC1012, DC1020, DC1023, DC1025)**

I have read and understand the duties and requirements for this position.

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Employee's Signature / Printed Name

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Date

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Administering Supervisor's Signature / Printed Name

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Date

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Appointing Authority's Signature / Printed Name

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Date

Created: 12/04

Revision History: 09/2020