

*JUVENILE BOARD*

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LISA MICHALK,  
Judge, 221<sup>st</sup> Judicial District  
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Judge, 410<sup>th</sup> Judicial District  
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Judge, 418<sup>th</sup> Judicial District  
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Judge, 435<sup>th</sup> Judicial District  
**BRUCE GUSLER,**  
Director



**MONTGOMERY COUNTY  
OLEN UNDERWOOD JUVENILE JUSTICE  
CENTER  
200 ACADEMY DRIVE  
CONROE, TEXAS 77301**

*JUVENILE BOARD*

DENNIS WATSON,  
Judge, County Court at Law No. 1  
CLAUDIA LAIRD,  
Judge, County Court at Law No. 2  
PATRICE McDONALD,  
Judge, County Court at Law No. 3  
MARY ANN TURNER,  
Judge, County Court at Law No. 4  
KEITH M. STEWART,  
Judge, County Court at Law No. 5  
CRAIG DOYAL,  
County Judge

**Phone (936) 760-5805  
Fax (936) 760-5851**

**JOB POSTING  
Posted: January 2, 2018**

**JOB TITLE: Juvenile Supervision Officer-JJAEP**

**SALARY: \$1067.85 Bi-Weekly (206 work days/year)**

**An unofficial Job Description outlining the basic responsibilities and requirements is attached.**

**OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED TO:**

**HR Specialist  
200 Academy Drive  
Conroe, TX 77301**

**APPLICATIONS WILL BE ACCEPTED UNTIL FILLED**

**AFTER RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS MUST PASS A DRUG SCREEN BEFORE THEY BECOME EMPLOYEES OF MONTGOMERY COUNTY. HALF THE COST OF THE TEST WILL BE THE APPLICANTS RESPONSIBILITY.**

**ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE.**

**THE MONTGOMERY COUNTY JUVENILE PROBATION DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER.**

# **MONTGOMERY COUNTY JUVENILE PROBATION DEPARTMENT**

**JOB TITLE:** Juvenile Supervision Officer-JJAEP

**STARTING SALARY:** \$1067.85 Bi-Weekly (206 work days/year)

**BASIC RESPONSIBILITIES:**

Under the supervision of the Assistant Deputy Director of JJAEP, the Juvenile Supervision Officer maintains order and safety in the JJAEP and facilitates the problem-solving groups of JJAEP students.

**EXAMPLES OF DUTIES:**

- Diligently supervise students through active participation in daily indoor and outdoor activities
- Facilitate group cognitive behavior discussions
- Complete and submit accurate and timely reports to the Juvenile Supervision Officer supervisor
- Accurately document incidents/observations of students participation in JJAEP
- Communicate student's physical/mental health needs to appropriate persons
- Maintain a safe and secure atmosphere
- Monitor group dynamics to prevent fighting or other serious incidents between students from occurring
- Search students as required
- Assist in the movement of students from one area of the school to another
- Assist in the completion of referral paperwork
- Maintain daily rosters regarding the total number of students present for school
- Maintain a log book of day to day events in the JJAEP
- Administer and record all medication needed/taken by a student
- Transport students as needed
- Maintain, organize and update files on each student
- Assist department personnel as needed
- Supervise community service/restitution projects as needed
- Establish and maintain a harmonious professional working relationship with department personnel, professionals within the Juvenile Justice System and the Independent School Districts in Montgomery County

- Be knowledgeable of and abide by the TJJD/ JJAEP standards and policies
- Perform First Aid/CPR on JJAEP students/staff in emergency situations
- Ability to lift a minimum of 25 lbs.
- Ability to participate in the physical / mechanical restraint of an out of control youth
- Attend training workshops as directed
- Perform other duties as assigned

## **REQUIREMENTS:**

### **Training and Experience:**

- High school graduate or equivalent. Preference will be given to applicants who have college credits or work experience in a related field.

### **Special knowledge, Skills and Abilities:**

- Commitment to the department's vision in developing people to their full potential
- Ability to work comfortably with juveniles
- An understanding of adolescent behavioral patterns and ability to apply sound judgment to a variety of situations
- Ability to work independently and efficiently, yet as part of a team
- Must be willing to work evenings or weekends, as necessary, to assure quality services are provided by the JJAEP Project

### **Additional Requirements:**

- Must possess a valid Texas Driver's License (if employee is coming to this position from another state, this requirement must be met no later than thirty (30) days following the date of hire)
- Must have a telephone number at which he/she can be reached
- Must have access to an automobile that can be used while on duty and provide
- Must be able to pass physical agility test