



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> Juvenile Probation Officer	<b>Opening Date:</b> April 10th, 2026	<b>Application Deadline:</b> Open until filled	<b>Job #:</b> 260401
<b>Department:</b> Cen-Tex Juvenile Probation	<b>Starting Salary:</b> \$47,000-\$52,000/annually	<b>Location:</b> Bastrop, TX	<b>Travel:</b> Minimal

## INTERNAL AND EXTERNAL JOB POSTING

**Brief Job Description:** Under the direct supervision of the Assistant Chief Juvenile Probation Officer and as an extension of the juvenile court provides supervision services to juveniles in the juvenile justice system and their families in compliance with the policies and standards established by the Texas Juvenile Justice Department, Chief Juvenile Probation Officer, and the Juvenile Board.

**Knowledge, Skills and Abilities:** Possess general knowledge of word processing and personal computer applications, along with a strong understanding of applicable federal, state, and local laws, ordinances, regulations, policies, and procedures. Demonstrate professional knowledge of criminal laws and their relevance to juveniles, as well as a thorough understanding of the Department's Juvenile Courts and related practices. Additionally, the candidate should have a solid foundation in psychology, social work, sociology, education, juvenile and criminal justice, child development, statistics and research, and public policy as they relate to juvenile offenders. Strong oral communication skills, both in individual and group settings, are essential.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:  
[Bastrop County Employment Application](#)

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>

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<b>Related Code/Standard:</b>	NON-EXEMPT TAC 341.400	Pay Chart - NEP

- **POLICY:**

All employees hired as Juvenile Probation Officers will be certified with the Texas Juvenile Justice Department. Once eligible, the employee will complete all duties of a Certified Juvenile Probation Officer.

- **PROCEDURES:**

The following duties and responsibilities may be performed only by certified juvenile probation officers:

- Recommending a disposition in formal court proceedings;
- Providing final approval of written social history reports;
- Acting as the primary supervising officer for court ordered and deferred prosecution cases;
- Acting as the primary supervision officer in a collaborative supervision agreement under Texas Family Code 51.075
- Developing and implementing case plans in accordance with Subchapter E of the Texas Administrative Code;
- Conducting intake interviews and preliminary investigations and making release decisions under Texas Family Code 53.01, unless another staff member is designated to do so by the juvenile board;
- Taking a child into custody as authorized by Texas Family Code 52.01(a)(4), 52.01(a)(6), or 52.015;
- Serving as the designated inter-county transfer officer and performing the duties required by Texas Family Code 51.072;
- Referring a child to an MHMR authority as required by Texas Family Code 54.0408:
- Explaining to the juvenile and to the juvenile's parent, guardian, or custodian, the following, as required by Texas Family Code 58.209;
  - Who will have access to the juvenile's record; and
  - Under what circumstances that record may be eligible for restricted access or sealing; and
- Providing the juvenile with a written copy of the explanation in paragraph (10) of this subsection
- An individual hired as a juvenile probation officer who is not yet certified as a juvenile probation officer may perform the duties under subsection(a) of this section only if the individual has:
- Not exceeded the deadline for submitting a certification application established by Chapter 344 of this title;
  - Completed a minimum of 40 hours of training, which must include the mandatory exam topics required in Chapter 344 of this title;
  - Passed the certification exam for juvenile probation officers.

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**Summary**

Under the direct supervision of the Assistant Chief Juvenile Probation Officer and as an extension of the juvenile court provides supervision services to juveniles in the juvenile justice system and their families in compliance with the policies and standards established by the Texas Juvenile Justice Department, Chief Juvenile Probation Officer, and the Juvenile Board.

**Essential Functions** includes the following. (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.) Other duties may be assigned.

**Tasks/Responsibilities**

Provide supervision services to juvenile probationers and their families, including essential services such as risk assessments, case management, delinquency prevention, crisis intervention, academic and educational support, rehabilitation and treatment.

Facilitate, prepare, and process case tracking documentation for court and case management related services, including probation status, transfers, revocations, social background investigations, and other recommendations to juvenile courts, and in some cases, criminal courts; present competent court testimony in juvenile and criminal courts; be present in all court hearings involving juvenile offenders within the department’s jurisdiction; apprise probationers and parents or guardians of court procedures as well as programs and conditions of probation; recommend and conduct service of warrants and directives to apprehend; recommend, coordinate and set detention hearings for juvenile offenders detained; transport offenders to and from detention hearings, appointments; and placement facilities as directed; ensure consideration of victims at detention, adjudication, and release proceedings; investigate, evaluate and make recommendations concerning detentions, adjudications, and probation violations.

Provide consultation, correctional counseling and interventions to probationers, their families and victims; cooperate with other counties and states in making home evaluations and supervision of juveniles on courtesy supervision from other jurisdictions; prepare acceptance and progress reports for counties requesting courtesy supervision; seek and secure placements outside the home for eligible children as appropriate; provide supervision and monitor progress for juveniles while in placement; refer probationers requiring special services to appropriate agencies and monitor their progress; administer urinalysis testing; recommend and obtain psychiatric and/or psychological examinations in cases where emotional/mental disturbance is a factor; make home, school, and field visits to probationers; keep informed on new developments and techniques in the

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criminal justice field and, where advisable and appropriate, apply to work; keep current on new legal issues and laws regarding criminal justice; coordinates and collects monetary restitution, disposition fees, and probation fees; conduct exit plans and interviews with offenders and families; provide written explanation of sealing of files and restricted access of records to juvenile offenders; conduct intakes and preliminary investigations as necessary; provide supervision to juveniles completing community service restitution.

Be available to area law enforcement on a 24 hour on call basis to address juvenile matters that may arise during non-specific office hours; provide assistance to victims, law enforcement agencies and child welfare agencies regarding juveniles who commit criminal offenses; make presentations concerning probation concepts and programs to the community and participate in community activities; place juveniles in specialized juvenile probation services (programs) to maximize public protection and offender rehabilitation; provide liaison and consultative services to local school district personnel specific to management of juvenile offenders, juvenile law, and juvenile probation policy and procedure.

Primary duties include; supervision of juveniles placed under the supervision of the Department area; and to provide supervision services in accordance with the Texas Family Code, standards as established by the Texas Juvenile Justice Department, and the policies established by the Juvenile Board.

In addition to any duties, responsibilities or powers granted by Title III of the Texas Family Code, the following duties shall be performed only by certified juvenile probation officers:

- Representing the Department in formal court proceedings;
- Final approval of written social history reports;
- Acting as the supervising officer for all court ordered and deferred prosecution cases;
- Writing and administering case plans and reviews; and
- Conducting intake interviews, investigations, and making release decisions.

An employee hired as a juvenile probation officer, who is NOT yet certified, may perform the duties above as long as the employee:

- has not yet worked for the Department for more than 6 months;
- has received training on each duty listed above; and
- has received training in recognizing and reporting abuse, exploitation and neglect.

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### **Supervisory Responsibilities**

Provides direct supervision to juvenile offenders.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General knowledge of word processing/personal computer applications and software.
- General knowledge of the Juvenile Probation Department's standards and guidelines
- General knowledge of The Department's, policies, and procedures.
- Professional knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures.
- Professional knowledge of criminal laws and their applicability to juveniles.
- Professional knowledge of The Department's Juvenile Courts and its practices.
- Professional knowledge of psychology, social work, sociology, education, juvenile and criminal justice, child development, statistics and research, and public policy as it pertains to juvenile offenders.
- Professional knowledge of the principles and practices of supervision.
- Professional knowledge in safety techniques in transportation of offenders.
- Professional skill in following oral and written instructions.
- Professional skill in analyzing information and drawing valid conclusions.
- Professional skill in oral communications in both one-on-one and group situations.
- Professional skill in organization and task management.
- Professional skill in establishing and maintaining effective working relationships with staff, other county departmental staff, and the public.
- Professional skill in investigation and interrogation.
- Professional skill in urinalysis collection and testing.
- Professional skill in physical restraint techniques.
- Professional skill in mechanical restraint techniques.
- Other duties as assigned.

### **Education and/or Experience**

A bachelor's degree from an accredited college or university with either one year of graduate study in criminology, corrections, counseling, law, social work, psychology, sociology, or other field of instruction approved by the Texas Juvenile Justice Department, or one year of related work experience.

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**Other Qualifications, Certificates, Licenses, Registrations**

Texas Juvenile Justice Department certification as a juvenile probation officer. Must obtain 60 hours of applicable training every two years to remain certified. Must hold a valid Texas drivers license and liability insurance coverage.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to be in a sitting, standing, or walking or driving position in equal amounts of time throughout the day. The employee is required to serve in “on-call” status for 24 hour days. Must be able to apply physical restraint techniques to juvenile offenders. Must be able to react quickly and appropriately in dangerous situations.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a routine office setting combined with work outside the office. The employee must handle an elevated stress level of dealing with some argumentative or emotional contacts. The setting may on occasion present a dangerous and volatile situation in which the employee must respond. The employee will encounter daily physical contact of juvenile offenders and the risks associated thereof. The employee will occasionally be exposed to outside weather conditions, infectious diseases and urinalysis testing waste materials.