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Judge, 435th Judicial District
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Judge, 457th Judicial District

BRUCE GUSLER,
Director



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

JUVENILE BOARD

JOHN C. HAFLEY,
Judge, County Court at Law No. 1
CLAUDIA LAIRD,
Judge, County Court at Law No. 2
AMY TUCKER,
Judge, County Court at Law No. 3
ECHO HUTSON,
Judge, County Court at Law No. 4
KEITH M. STEWART,
Judge, County Court at Law No. 5
SCHARLENE VALDEZ,
Judge, County Court at Law No. 6
MARK KEOUGH,
County Judge

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

JOB POSTING

Posted: 2/24/2023

JOB TITLE: Juvenile Supervision Officer (JJAEP)
(Male preferred, not required)

SALARY: \$ 20.36 / Hour
\$ \$43,348.00 / Annual

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

HR Specialist
200 Academy Drive
Conroe, TX 77301

POSTED:
Until Filled

Note: Employees who have received a disciplinary action equal to or greater than a Written Reprimand, in the last 90 days, are not eligible for Promotion or consideration for movement to an Open shift.

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)
(Male preferred, not required)

STARTING SALARY: \$42,348.00 Annual /\$20.36 Hour

BASIC RESPONSIBILITIES:

Under the supervision of the Supervisor of the JJAEP, the JSO 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 JJAEP 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.
- Attend training workshops as directed
- Perform other duties as assigned
- Have the capability to work in the Detention Center and shall be adequately trained to do so.

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

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Approved By: _____ Date _____
Bruce Gusler
Director