Assistant Probation Officer?Juvenile Transportation

Job Post Deadline Date
Friday, December 13, 2019

External Job Posting Date
December 2, 2019

Salary
$3,075.39

City of Job Vacancy
Omaha

District
4J

Assistant Probation Officer?Juvenile Transportation

District #4J

Location: Omaha

This is a highly responsible paraprofessional position under the close supervision of the Chief Probation Officer or designee.

Work includes the transportation and/or monitoring of probationers, including to recreational, home, educational, treatment and community activities. The person in this position must maintain a high level of ethics and serve as a role model for juveniles and families that probation serves. Work includes support and services of probation officers in a wide range of areas, including supervision of probationers during a transport and documentation into the Nebraska Probation information system. This person will be involved in transporting probationers and their support systems under the direction of a probation officer. Ability to coordinate daily/weekly transportation scheduling for the district; have a working knowledge of assigned street areas and ability to use a navigation system; assist probation officers in gathering case information; enter client data and case notes into Probation information system; perform vehicle pre- and post- trip inspections; maintains case notes on probationers; work closely with court personnel, referral agencies and other staff. Assignment of this position within a district is at the discretion of the Office of Probation Administration and contingent upon the unique needs of the district. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Position also desires knowledge of the criminal justice system. Ability to learn NPACS, CJIS, JUSTICE procedures. Ability to learn new approaches to probation investigation and supervision. Knowledge of legal terminology and general court procedures. Establish and maintain effective working relationships with criminal justice personnel, probation participants and their counsel. Ability to meet recurring deadlines, ability to effectively organize time, set priorities, and work under stressful conditions.

MINIMUM QUALIFICATIONS: Associate?s degree or 63 hours of course work from 4-year
college. Must possess a valid Nebraska driver?s license with an acceptable driving record (no significant citations or incidents within the last seven (7) years).

PREFERRED: Bachelor?s degree in the social sciences, criminal justice, or related fields. All educational credits must be granted from an accredited institution approved by the U.S. Dept. of Education.

Hiring Rate: $3,075.39 per month

Closing Date:
12/13/19

Please visit www.statejobs.nebraska.gov to fill out the State application. The State of Nebraska complies with Nebraska?s Veterans Preference Laws.