

Upshur County Juvenile Probation Department

P.O. Box 637

Gilmer, Texas 75644

Office: 903-680-8115

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COUNTY OF UPSHUR INVITES APPLICATIONS FOR THE POSITION OF:
CHIEF JUVENILE PROBATION OFFICER
FOR THE JUVENILE PROBATION DEPARTMENT

OPENING DATE: 01/23/2026

CLOSING DATE: Until filled

SALARY

Salary is commensurate with experience but will not exceed \$80,000 under current policy.

MINIMUM QUALIFICATIONS:

Have acquired a Bachelor's degree conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board; be at least 21 years of age; be of good moral character and have no disqualifying criminal history.

SPECIAL REQUIREMENTS:

Must have a current Texas driver's license and show proof of automobile liability insurance; must remain on call 24 hours a day, 7 days a week.

Must be certified or can be certified as a Juvenile Probation Officer in accordance with the Texas Administrative Code and Texas Juvenile Justice Department within a timeframe established by the department.

TYPICAL DUTIES:

Administrative Duties:

The Chief Juvenile Probation Officer is appointed by the Upshur County Juvenile Board and is responsible for the overall functions of the Juvenile Probation Department, which includes but is not limited to Administrative, Juvenile Service and Support Services, Coordinates and Executive Team overseeing all administrative and operational functions of the department.

The incumbent is responsible for developing and implementing overall direction and strategic priorities within the department. Responsible for the management of the Department's performance in accordance with departmental mission and objectives in compliance with applicable local, state, and federal mandates and standards. The Chief shall maintain an administrative manual for the Juvenile Probation Department. The manual shall include the Policy and Procedures and regulations of the Juvenile Probation Department as adopted by the Juvenile Board.

Serve as the primary liaison between the Department and other juvenile justice organizations and agencies, community organizations, and other stakeholders. Works with elected and appointed officials and executives in the County, City, State and community on matters pertaining to the juvenile justice system; Ensures state compliance for all certified Juvenile Probation Officers; responsible for all audit and monitoring responses to the Texas Juvenile Justice Department, Governor's Office, and Independent Auditors.

Serves as a liaison between the Juvenile Probation Department, Upshur County Commissioner's Court and the Upshur County Juvenile Board. Oversees and prepares the annual budget for approval by the Juvenile Board for ratification by the Commissioner's Court.

Reviews and approves contracts, expenditures, and interlocal agreements; and Reviews, approves, and participates in hiring, evaluation, and training of Juvenile Probation Department staff. Leads or participates in staff meetings for long term and operational day to day planning of the Department.

Budget Duties:

Manages operating budget and responsible for making financial recommendations on capital purchases, annual budget, and expense allocations; oversees financial planning for the department's functions and needs.

GENERAL EXPECTATIONS:

Promotes the Department's public image through participation and membership in civic organizations, professional activities and community forums that are aligned with the

Department's mission and vision; Represents the Department on various criminal justice interagency committees, board meetings, and other meetings and conferences.

Attends and participates in meetings, trainings, and information sessions;

Commits self to providing excellent customer service and demonstrates commitment through cooperative team and individual efforts; and

Creates a high-quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills. Commitment to strengthening community partnerships and ensuring citizens, youth and families receive exceptional attention and service.

OTHER IMPORTANT DUTIES:

Performs such other related duties as may be assigned.

JOB SUMMARY:

The Chief Juvenile Probation Officer works independently and is responsible for directing highly complex operations in accordance with state, federal, and local statutes, rules and regulations. Responsible for developing, implementing, maintaining, and managing programs of the Upshur County Juvenile Probation Department. The Chief Juvenile Probation Officer is responsible for scheduling and overseeing the daily operations of the Department and supervising staff and ensuring State compliance for all certified Juvenile Probation Officers, responsible for all audit and monitoring responses to the Texas Juvenile Justice Department, Governor's Office and Independent Auditors. The Juvenile Probation Department provides support and assistance to the district courts for juvenile offenders who come within authority of the Family Code. Responsibilities include screening of all juveniles referred to the department, provision of court-mandated services and placements, and operation of institutions and programs for youths in custody. The Chief Juvenile Probation Officer is appointed by the Juvenile Board pursuant to provisions of the Human Resources Code.

INSTRUCTIONS FOR APPLICANTS

Please read the entire posting carefully. Upshur County CSCD is an equal opportunity employer. Only the most qualified applicants will be invited for an interview. The requested application information should be mailed to the address below or delivered in person. No telephone calls please. Interested applicants should submit a cover letter, resume' and an official copy of their college transcripts to:

Janice Goodson, Court Coordinator

115th District Court

405 N. Titus St.

PO Box 1052

Gilmer, Texas 75644