

**Upshur County Juvenile Probation Department**

*P.O. Box 637*

*Gilmer, Texas 75644*

*Office: 903-680-8115*

*Fax: 903-843-1065*



**Juvenile Probation Officer**

**Number of Positions-1**

**Open Date:** May 11, 2026

**Close Date:** Until filled

**Salary:** Commensurate with Experience

**Location:** Gilmer, Texas

**Contact:** Interim Chief Juvenile Probation Officer  
Angel Townsend  
PO Box 637  
301 E Butler Street  
Gilmer, Texas 75644

**Job Description**

**Minimum Requirements**

- Be a good moral character and have no disqualifying criminal history as described by the Texas Administrative Code.
- Bachelor's degree in behavioral sciences, Criminal Justice or related field approved by the Texas Juvenile Justice Department.
- Must be 21 years of age for State Certification Requirements.
- Ability to communicate effectively (reading, spelling, writing, and understanding); knowledge of Spanish is preferred.
- Possess valid Texas Driver License and have proof of liability insurance.

**After Hire Licenses or Certificates**

- Certification as a Juvenile Probation Officer or eligible for certification within six (6) months of date of hire;

- Must meet the requirements to become a Certified Juvenile Probation Officer in Texas which include: completing a minimum of 80 training hours covering the topics mandated by TJJD and pass the automated certification exam for juvenile probation officers. The officer will be given two opportunities to pass the exam.
- Cardio- Pulmonary Resuscitation (CPR) Certification and First Aid (FA);
- Handle with Care (HWC) State Approved Restraint Technique Certification

#### Typical Job Duties

- Counsels with Juveniles and their families as well as other people and/or agencies as needed; conducts ongoing assessments of risk and arrange needed supported services.
- Court preparation including recommendation for disposition, court documents, court appearances and/or hearings. Prepare and schedule detention hearings.
- Maintain written reports and daily chronological notes. Conduct drug testing.
- Supervise a specialized case load.
- Work with Law Enforcement, Defense attorneys, District Attorney's Office and District Court. Be available on a rotating on-call schedule.
- Attend staff meetings and training conferences as required for Juvenile Probation Officer.
- Always maintain his/her appearance and appropriate in a professional behavior.
- Maintain contact with youth to ensure that restitution payments are paid and ensure that all personnel needing information on restitution are kept informed.

#### Instructions for Applicants

Please read the entire post carefully. Upshur County Juvenile Probation Department 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 PO address above or delivered in person to the physical address. No telephone calls please. Interested applicants should submit a cover letter, resume' and an official copy of their college transcripts to address above.