

EMPLOYMENT NOTICE
CHIEF JUVENILE PROBATION OFFICER
33RD/424TH JUDICIAL DISTRICT/GILLESPIE COUNTY

The Juvenile Boards of the counties of the 33RD/424th Judicial District (Blanco, Burnet, Llano and San Saba)/Gillespie County are accepting applications for this position through noon, May 17, 2024.

Basic Duties: The duties listed below are not all inclusive. Any omission of a duty in the description does not exclude the duty as a responsibility of this position.

- This position is directly responsible to the Juvenile Probation Board.
- Supervise and manage the overall operation of the Juvenile Probation Department.
- Ensure Department compliance with all standards and directives promulgated by the Texas Juvenile Probation Commission and all related statutes of law.
- Provide juvenile justice services in accordance with the Texas Family Code.
- Prepare and submit an annual budget and supervise expenditure of funds.
- Prepare various reports and documents as required by the Juvenile Board and state agencies.
- Approve selection of new employees, employee promotions, employee discipline/discharge, and employee salary adjustments.
- Supervision and support of subordinates.
- All other duties assigned by the Juvenile Board.

Eligibility Requirements:

- Must be of good moral character.
- Have acquired a Bachelor's Degree conferred by a college or University accredited by an accrediting organization recognized by the Coordinating Board, Texas College and University System in criminology, corrections sociology, psychology, social work or other field of instruction approved by the Commission.
- Have at least 6 years experience in the juvenile justice field.
- Meet eligibility requirements for certification as a Juvenile Probation Officer.
- Prefer administrative experience as Chief Juvenile Probation Officer or in an administrative position.
- Applicant must be willing to relocate to the 33RD/424TH Judicial District area.

Salary: Commensurate with experience and qualifications.

Submittal requirements: Resume and Burnet County application form which may be downloaded from: <http://www.burnetcountytexas.org/human-resources/application.htm>. Include address if applicable.

Submittals are to be sent to: Judge Allan Garrett, 1701 E. Polk Street, Suite 74, Burnet, Texas 78611.

No telephone calls, please. Interviews will be scheduled.

Allan Garrett

Presiding Judge and Juvenile Board Chair