

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 30th day of September, 2025.

Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek the Board resolves as follows:

To adopt the changes to the **job description and grade of five (5) positions** in the Juvenile Probation Department.

**One (1) Juvenile Probation Officer I, salary grade 12, min \$21.54 – max \$30.50 annually**, position control number 44 300 048, FLSA Non-Exempt.

To

**One (1) Juvenile Probation Officer II, salary grade 13, min \$25.11–max \$34.66 annually**, position control number 44 300 905, FLSA Non-Exempt.

and

**One (1) Juvenile Probation Officer III, salary grade 13, min \$25.11–max \$34.66 annually**, position control number 44 828 905, FLSA Non-Exempt.

To

**One (1) Juvenile Probation Officer III, salary grade 14, min \$29.73–max \$41.02 annually**, position control number 44 828 905, FLSA Non-Exempt.

And

**One (1) Juvenile Probation Officer III, salary grade 13, min \$25.11–max \$34.66 annually**, position control number 44 300 089, FLSA Non-Exempt.

To

**One (1) Juvenile Probation Officer III, salary grade 14, min \$29.73–max \$41.02 annually**, position control number 44 300 089, FLSA Non-Exempt.

And

**One (1) Juvenile Probation Officer III, salary grade 13, min \$25.11–max \$34.66 annually**, position control number 44 805 049, FLSA Non-Exempt.

To

**One (1) Juvenile Probation Officer III, salary grade 14, min \$29.73–max \$41.02 annually**, position control number 44 805 049, FLSA Non-Exempt.

And




**One (1) Juvenile Probation Officer III, salary grade 13, min \$25.11-max \$34.66 annually, position control number 44 804 085, FLSA Non-Exempt.**

To


**One (1) Juvenile Probation Officer III, salary grade 14, min \$29.73-max \$41.02 annually, position control number 44 804 085, FLSA Non-Exempt.**

Updated Job Descriptions are attached.

- Motion Carried Unanimously
- Motion Carried/Split Vote Below
- Motion Defeated/Split Vote Below

|  | Yes                                 | No                       | Did Not Vote             |
|--|-------------------------------------|--------------------------|--------------------------|
| <br>Commissioner Leslie Van Beek | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <br>Commissioner Brad Holton    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <br>Commissioner Zachary Brooks | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Attest: RICK HOGABOAM, CLERK

  
Deputy Clerk

Date: 9/30/25



# Juvenile Probation Officer I-III

**Department: Juvenile Probation**

**FLSA Designation: Non-Exempt**

**Pay Grade:**

**Effective Date: 5/25**

## **Job Summary**

The primary function of these positions is to perform court-ordered probation/parole monitoring work for juvenile offenders based on the Juvenile Corrections Act and Balanced Approach. Work includes conducting pre-sentence investigations, writing detailed investigation reports, referring offenders to appropriate mental health and substance evaluations and treatment, monitoring compliance, compiling and maintaining case files in the department database, recommending conditions of probation or initiating petitions to revoke probation/parole. The principal duties of in this class are performed in a general office environment with field work that includes exposure to potential danger and possible health hazards. This position requires working irregular hours to include evenings and weekends. Certain levels in the series will function under direct supervision while others will be given considerable leeway to exercise independent judgment and initiative.

## **Key Responsibilities:**

- **Juvenile Probation Officer I**
  - Monitors a caseload of diversion and low to moderate caseload, conducts risk/need classification of youths, regularly meets and communicates with youth, families, schools, providers, and law enforcement in the community to verify compliance
  - Conducts interviews with youth and parents in the office and home to gather specific information related to the youth, charges, and overall home environment, and verify prior charges and involvement in the juvenile justice system
  - Dictates information in a designated report format to be typed by administrative staff, verifies prior charges and involvement in the juvenile justice system, monitors restitution orders and fees, and conducts urinalysis tests or makes referrals to appropriate drug testing agencies
  - Applies for available funding to pay for services/programs when the family resources, insurance, or Medicaid are not an option
  - Appear in court hearings for assigned cases to testify and or provide case information and other recommendations, take detailed notes of court hearings, adhere to courtroom protocols
  
- **Juvenile Probation Officer II**
  - Performs all duties required for the Juvenile Probation Officer I position
  - May be assigned specialized caseloads i.e. Sex Offenders and violent offenders, and may conduct searches with Law Enforcement
  - Conducts in-depth interviews with youth and parents in the office and home to gather specific information related to the youth, charges, and overall home environment, some of these reports may be supplemental reports for youth already in the juvenile system, which require deeper awareness of the youth and involvement in the juvenile systems
  - Trains in intake and cover arraignment, pre-trials and evidentiary hearings as needed, conducts trainings for newer staff, and facilitates Rule 19 screenings
  
- **Juvenile Probation Officer III**
  - Performs all duties required for the Juvenile Probation Officer I and II positions

- Monitor relationships between Law Enforcement and Probation Department, contributes constructive feedback for policy changes or additions, writes waiver reports
- May represent the Department in Community programs and or Committees, Coalitions or Boards, leads projects and promotes collaboration with Law Enforcement, leads intel meetings with law enforcement, makes presentations to schools and other organizations about the Juvenile Justice System
- May be assigned as the Intake Officer, School Liaison Officer
- **Other Duties**
  - Performs all work duties and activities following County policies, procedures, and safety practices
  - All other duties as assigned

**Qualifications**

**Skills and Abilities**

- Specialized training and requirements to work with specialized caseloads
- Understand human and criminal behaviors
- Adapt to changing work situations and assignments without creating negative interruptions to the office environment
- Able to establish and maintain effective working relationships with assigned offenders, parents, service providers, supervisors, judges, defense and prosecuting attorneys, the public, and other county and state agencies
- Juvenile Corrections Act, Balanced Approach, and Rules
- Ability to maintain confidentiality, follow oral and written instructions, and readily learn, maintain and follow court practices and procedures

**Special Qualifications**

- Juvenile Probation Officer I must be able to complete the Basic POST Certification within one year of employment
- Intermediate POST Certification required for Juvenile Probation Officer II and III
- Must successfully complete a background investigation

**Education and Experience**

- Bachelor's degree in criminal justice, social science, social work, psychology or related field required
- At least two (2) years' probation experience for Juvenile Probation Officer II, and five (5) years' probation experience for Juvenile Probation Officer III

**Essential Physical Abilities**

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly, and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review, and organize documents
- Requires sufficient personal mobility and physical reflexes, which permit the employee to function in a general office environment to accomplish tasks
- Ability to lift 25 lbs

**Disclaimer:**

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.