

Juvenile Probation Officer II

Open Competitive / Department Promotional

Deadline to Apply: Monday, July 15, 2019

Testing Information on Page two: July 23 & July 24, 2019



WHY WORK FOR WASHOE COUNTY?

Annual Salary:
\$63,918 - \$83,075

NV PERS Retirement - Washoe County pays 100% of the PERS contribution for each permanent employee.

Medical, Dental, Vision and Life Insurance – Washoe County contributes 100% of premiums for employees and 50% for dependents. New employees will be automatically enrolled in the High Deductible Health Plan with a Health Savings Account. Employees become eligible for health benefits after 90 days of employment.

[Benefits Link - Click Here](#)

Vacation Accrual

Sick Leave

11 Paid Holidays

Longevity Pay

There are no Social Security deductions (although a 1.45% deduction for Medicare is required)

Washoe County Human Resources
1001 E Ninth Street, RM 220
Reno, NV 89512
(775) 328-2081 (phone)
(775) 328-6119 (fax)
www.washoecounty.us/humanresources
Weekdays, 8:00 a.m. – 5:00 p.m.

Questions: Cole McBride
cmcbride@washoecounty.us
(775) 328-2090 (phone)



POSITION INFORMATION

Under general supervision and guidance, the incumbents investigate, assess, and supervise juvenile offenders and/or court wards; make arrests of juvenile offenders or those in violation of court orders; make recommendations and prepare court reports and forms; aid in the social rehabilitation of juvenile offenders including case plans and counseling; represent the Department in court, at institutions, foster homes, and community agencies; and perform related work as required and in a manner consistent with the policies, procedures, and practices of the Department of Juvenile Services and in compliance with NRS Chapter 62.

This is an Open Competitive / Department Promotional recruitment being conducted to fill a full time vacancy in the Department of Juvenile Services. The list established from this recruitment may be used to fill future vacancies as they occur.

For more information on this position, please see the Job Specification at <https://www.washoecounty.us/humanresources/jobspecs.php>

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university in the behavioral sciences, criminal justice, human services, social work or closely related field and two years of full-time experience performing Probation Officer work.

LICENSE OR CERTIFICATE

- ✓ Must possess a current and valid Nevada Commission on Peace Officer's Standards and Training (P.O.S.T.) Basic Category I or II Certificate at time of appointment.
- ✓ Out of state applicants must meet P.O.S.T. requirements per Nevada Administrative Code (NAC) 289.200 and may need to successfully complete an in-lieu academy on Nevada State Law.
- ✓ Out of state applicants must pass the P.O.S.T. Academy challenge exam with a 70% or higher score within one (1) year.
- ✓ Maintain CPR/First Aid certification for continued employment.
- ✓ A valid Nevada Class C driver's license is required at the time of appointment and for continued employment in this classification.

CONDITIONS OF EMPLOYMENT

To be eligible, top candidates will be required to undergo an in-depth, thorough, extensive and detailed background investigation:

- Must pass a drug test.
- Must pass a background investigation.
- Must be willing to work a flexible schedule.
- Must be willing to submit a set of fingerprints.
- Must complete and submit a personal history statement.
- Must submit to a TB test at own expense upon offer of employment.
- Background checks will be conducted on selected applicants through the State of Nevada and the Federal Bureau of investigation (FBI), NCIC/CJIS and the Division of Child and Family Services.

Washoe County does not discriminate on the basis of race, color, sex, sexual orientation, gender identity and expression, age, disability or national origin in the activities and/or services which it provides. EOE.



~~ HOW TO APPLY ~~

1. Visit our Job Listing page <https://jobs.washoecounty.us>
2. After verifying you meet the minimum qualifications, select the job you want and click "Apply Online" on the right side of the screen.
3. If you have not applied with us before, click "Create an Account." Be sure to write down your User ID and Password and keep them for your records to use for all future applications.
4. Once you have applied, your application will remain in our system and you can simply click "Log On" and use your same User ID and Password to apply for other positions. You will be able to make any necessary updates to your application as long as the recruitment is open (recruitment documents are not available after the recruitment closes).
5. Fill out the application, submit and read "What Happens Next" below to find out more about your exam and next step.

~~ WHAT HAPPENS NEXT ~~

1. After your application is screened, you will be notified via the email you provided whether or not you have met the minimum requirements for the position.

Those applicants who do not meet the qualifications have five (5) working days to file an appeal, and request a review of their qualifications.

2. If you have met the minimum requirements, you will receive an additional email inviting you to our testing process.

There are two tests that must be passed in order to qualify for interviews (one exam if applicant is already NV POST certified). They include a written exam and a PPFT (Post Physical Fitness Test) and they will take place on **July 23 and July 24, 2019**. Because you may be required to be present for both days, please block that time out now as we will not be taking make-up exams.

The written portion will be the Washoe County JUVENILE PROBATION OFFICER I/II exam.

- **This exam will be administered and proctored in Reno, NV on the above scheduled date and you must be present to test.**
- The exam will be 100% written multiple choice and will evaluate your expertise, knowledge, skills and abilities in the following areas:
 - ✓ Principles and Practices of Juvenile Justice System
 - ✓ Interviewing
 - ✓ Case Management
 - ✓ Written Communication
 - ✓ Interpersonal Skills

The second portion of testing will be the PPFT (Post Physical Fitness Test – Certification). The PPFT is pass/fail, and is only required of applicants that are applying from out of state. This portion of the testing will be waived for those candidates that are already NV POST certified.

- **This exam will be administered and proctored in Reno, NV on the above scheduled date and you must be present to test.**
 - The PPFT is pass/fail, and consists of:
 - ✓ Vertical jump: 11.5 inches
 - ✓ Agility run: 23.4 seconds
 - ✓ Sit-ups: 24 (in one minute)
 - ✓ Push-ups: 18 repetitions
 - ✓ 300 meter run: 82 seconds
 - ✓ 1.5 mile run: 20 min 20 seconds
3. Hiring departments schedule interviews from a list of top scoring candidates based on the rank received from the written exam. If your name is not sent to the hiring department, it will remain on the list for future opportunities as they become available.

If you have any questions regarding the Online Application Process you can find additional information at the following link:
<https://www.washoecounty.us/humanresources/faq/online/appprocess.php>

~~ VETERAN POINT ~~

Eligible veterans who were honorably discharged from the U.S. Armed Forces shall receive one (1) bonus point upon passing **Open Competitive examinations only**. In order to be given a bonus point, applicants must attach proof of Honorable Discharge (DD-214 with Classification of Discharge) to the Online Application at time of submission.