

JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTER

JUVENILE PROBATION DEPARTMENT
DETENTION FACILITY • BOOT CAMP FACILITY
1001 N. DOOLITTLE RD. • P.O. BOX 267
EDINBURG, TEXAS 78542-0267
(956) 587-6200 Fax (956) 383-4280



ISRAEL "BUDDY" SILVA, JR.
DIRECTOR
CHIEF JUVENILE PROBATION OFFICER

FAX COVER SHEET

DATE: 6/28/10 TIME: _____

PLEASE DELIVER THE FOLLOWING PAGE(S) to:

NAME: Rosie / Sylvia

() 292-7035

FROM: Elena

JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTER

TOTAL NUMBER OF PAGE(S) 5 INCLUDING COVER SHEET

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FAX NUMBER: (956) 587-6248

FAX NUMBER: (956) 383-4280

CONTACT NUMBER: (956) 587-6200

COMMENTS: _____

JPD
APPROVED: 11/08

HIDALGO COUNTY JUVENILE BOARD

MARIO E. RAMIREZ, JR. *OVERSHER*
JUDGE, 332ND DISTRICT COURT

- | | | | | | | | | | | |
|---|--------------------------------|---------------------------------------|-------------------------------------|------------------------------------|--------------------------------|---------------------------------|--------------------------------|--|--------------------------------------|-----------------------------------|
| RICARDO P. RODRIGUEZ, JR.
JUDGE, 35th DC | RUDY DELGADO
JUDGE, 35th DC | JR. "BOBBY" FLORES
JUDGE, 129th DC | RYS GUERRA REYNA
JUDGE, 206th DC | JUAN R. PARRIDA
JUDGE, 275th DC | ROSE A. RAMIREZ
CHIEF JUDGE | NOE GONZALEZ
JUDGE, 370th DC | LETTY LOPEZ
JUDGE, 395th DC | AIDA SALINAS FLORES
JUDGE, 398th DC | ISRAEL RAMON, JR.
JUDGE, 430th DC | JESSE CONTRERAS
JUDGE 449th DC |
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HIDALGO COUNTY JUVENILE PROBATION DEPARTMENT

Job Title:	JCCC MONITOR	FLSA Status:	Non-Exempt
Dept. Code:	330	Civil Service Status:	Exempt

SUMMARY:

Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator and Assistant Volunteer Coordinator at all times.

QUALIFICATIN REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
- Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi monthly committee meetings, volunteer trainings, community service sites, etc.)
- Responsible for working with the chair/co chair of the committee assigned within the specific area in developing the agenda for the monthly/bi monthly committee meeting. Also preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) for any and all activities/meetings related to the program.
- Responsible for attending all staff meetings and trainings assigned to by the immediate supervisor.
- Responsible for disseminating any and all information to the volunteers and community.
- Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times.
- Work in harmony with all departmental staff and perform any and all duties as assigned to insure the efficient operation of the program.
- Ensure that all cases assigned are kept up to date with the proper documentation and in order.
- Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
- Preferably be bilingual.

- Wear the appropriate attire that will convey a professional demeanor which is acceptable for an appearance in the office and community at all times.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employees must have proof of a current valid Texas motor vehicle operator's license.
- Must be able to be insured by County's insurance carrier.

OTHER INFORMATION:

- 15 hrs/wk (mostly in the evenings)
- Submit 3 references letters (by individuals not related to you)
- Submit a finger print card.
- Agree to a criminal history background check.
- Agree to a sex offender registration check.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

