

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 14<sup>th</sup> day of July, 2025

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


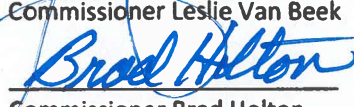
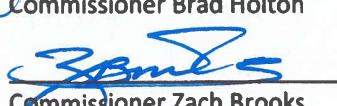
To adopt and approve changes to the **job title, and job description of one (1) position** in the Juvenile Probation Department

**One (1), Juvenile Probation Officer III** salary grade 13, min. \$25.11 mid. \$29.89, max. \$34.66 position control number 44 805 790, FLSA non-exempt

To

**One (1) Training Coordinator**, salary grade 13, min. \$25.11 mid. \$29.89, max. \$34.66 position control number 44 805 790, FLSA non-exempt

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

	Yes	No	Not Vote
 Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: Rick Hogaboam, Clerk

JRO88  
Deputy Clerk

Date: 07.14.25



## TRAINING COORDINATOR

Department: Juvenile Probation

FLSA Designation: Non-exempt

Pay Grade: 13

Effective Date: 6/2025

### Job Summary

The principal function of an employee in this class is to perform instructional duties by providing professional level training and coordinating best practices in juvenile justice training for probation officers and staff. Work is performed under the supervision of the Director but considerable latitude is granted for the exercise of independent judgement, and initiative. Training may include some specialization with populations, high risk offenders, sex offenders, mental health issues, substance abuse users and electronic monitoring.

### Key Responsibilities:

- **On-boarding of New Juvenile Probation Officers**
  - Develops and sets new employee training schedules
  - Coordinates with Human Resources the new employee orientation
  - Delivers required introductory trainings for Juvenile Probation Officers
  - Coordinates trainings with Supervisors or other staff
  - Supports the development of probation officers by mentoring and coaching
- **Field Training Officer (FTO) Manual**
  - Identifies FTO's required for Probation Officers
  - Coordinates with Supervisors to update FTO's as needed
  - Evaluates FTO effectiveness in coordination with Supervisors
- **Trainings**
  - Develops and updates training materials, manuals and schedules
  - Research emerging trends and evidence-based practices to make recommendations for training curriculum development and implementation
  - Maintains training records, including certifications and attendance as required by POST
  - Facilitates and Coordinates specialized trainings
  - Identifies trainings for individual staff or further their development
  - Evaluates training effectiveness and implements improvements as needed
- **Administrative Duties**
  - Updates the POST Academy Portal with staff trainings to ensure Juvenile Probation Officers meet certification standards
  - Facilitates staff meetings
  - Coordinates with providers to present at All Staff Meetings
  - Prepares training materials, manuals and visual aids tailored to various learning styles
- **Other Duties**
  - Performs all work duties and activities following County policies, procedures, and safety practices
  - All other duties as assigned

## **Qualifications**

### **Skills and Abilities**

- Have excellent communication and presentation skills
- Ability to apply adult learning principals to adjust training methods to accommodate various learning styles and needs
- Knowledge of human and criminal behavior
- Knowledge of court practices and procedures
- Knowledge of State Statues, laws, codes, and regulations governing juvenile arrest, detention, and probation/parole
- Ability to evaluate training methods, techniques and objectives
- Ability to follow written and oral instructions
- Ability to readily adapt to changing work situations and assignments
- Ability to train and evaluate the work of others to ensure the quality and efficiency of work, the understanding of their responsibilities, and the resolution of their questions;
- Ability to compile data and prepare clear, concise, and accurate reports
- Keep immediate supervisor and designated staff fully and accurately informed concerning work progress, including present and potential work problems

### **Special Qualifications**

- Idaho POST Certification is preferred;
- Must successfully complete a background investigation
- Idaho Driver's license

### **Education and Experience**

- Bachelors' degree in Criminal Justice, Communications, Social Work, or Social Science
- Experience in probation monitoring, social service, court practices/services

### **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 permits the employee to function in a general office environment to accomplish tasks
- Ability to lift up to 50lbs

### **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.