

HUNT COUNTY, TEXAS - Job Description

Identification:

<u>Job Title:</u>	Juvenile Detention Officer
<u>Department:</u>	Juvenile Detention
<u>Reports to:</u>	Juvenile Detention Center Manager
<u>Immediate Supervisor:</u>	Juvenile Detention Center Manager

Job Summary:

To assume responsibility for the care and supervision of detained juveniles; and to maintain proper functioning of the Hunt County Juvenile Detention Center.

Job Scope:

No Supervisory or budgetary responsibilities are required. Any employee responsible for the handling of monies will be held accountable for losses or shortages that result from employee negligence.

Works under general supervision and establishes and maintains effective, harmonious working relationships with personnel within the department.

Essential Job Duties and Responsibilities:

Important responsibilities and duties may include, but are not limited to the following:

- Oversee the general operations and activities of the detainees of the Hunt County Juvenile Detention Center; maintain continuous safety and security of the facility.
- Supervise the daily activities of detainees including meal times, recreation and telephone calls.
- Inspect detainee rooms for cleanliness; search for hidden items or damages.
- Handle and resolve disciplinary problems and other conflicts that may arise.
- Admit and orientate new detainees.
- Maintain accurate logbook records with regard to daily activities and visitors of the center.
- Perform necessary housekeeping tasks, which may include sweeping and mopping floors and trash disposal.
- Ensure proper maintenance and upkeep of equipment and supplies.
- Perform other duties as assigned.

Physical and Environmental Conditions:

Detention center environment; working with juveniles.

Essential and other important responsibilities and duties may require maintaining physical conditions necessary for walking or standing for prolonged periods of time; performing heavy manual labor; lifting, carrying and restraining juveniles.

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

- walking or standing for extended periods of time
- lifting, carrying and restraining juveniles
- operating assigned equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Maintain effective audio-visual discrimination and perception needed for:

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

Effectively handle a work environment and conditions, which involve:

- working with juveniles
- exposure to emotional and angry persons
- respond to and resolve conflicts

Effectively deal with personal danger, which may include exposure to:

- angry or dangerous juveniles
- communicable or contagious diseases

Minimum Education, Experience, and Certifications:

High school diploma or equivalent required. Minimum of six months to one year of increasingly responsible experience in dealing with behavioral problems associated with juvenile delinquents. Valid Texas Driver's License required.

Possession of, or ability to get Detention Officer Certification.

Knowledge, Skills and Abilities:

Knowledge Of:

- Operational characteristics, services and activities of a detention center program.
- Principles of juvenile supervision and evaluation.
- Pertinent federal, state and local laws, codes and regulations.
- Security procedures and practices.
- Inspection procedures, techniques and methods.
- English usage, spelling, grammar and punctuation.

- Modern office procedures, methods and equipment.
- Inventory methods and control.
- Principles and procedures of record keeping.
- Safe work practices.

Ability to:

- Supervise and evaluate juvenile behavior.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise reports.
- Interpret and explain county and center policies and procedures.

NOTICE:

This job description on no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

Signature/Approval:

Employee

Date

Personnel Department

Date

Cc: Elected Official or Department Head