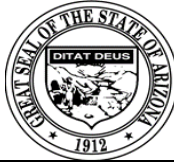


SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Juvenile Detention Officer Recruit
OCCUPATIONAL CATEGORY: Protective Services
DIVISION: Probation
EFFECTIVE DATE: 04/16/18



CLASS CODE: J420
FLSA: Non-Exempt
SALARY RANGE: 9
STATUS: Classified

JOB SUMMARY

This is the entry level class in the Juvenile Detention Officer series. Under general supervision, undertakes and performs a variety of entry level tasks, duties, and services related to overseeing, monitoring and managing juveniles held in the Mohave County Juvenile Detention Center. Juvenile Detention Officer Recruits (JDOR) are eligible to be assigned as a Juvenile Detention Officer I upon successful completion of a one (1) year probationary period, passing the JDOI exam, current with all COJET requirements, and no disciplinary actions within the last 12 months. Time is spent learning the different aspects of the duties of a Juvenile Detention Officer through on-the-job trainings, attendance at the Detention Officer Academy and participation in department structured trainings. An employee in this classification may be assigned to work day/swing or the graveyard shift.

REPORTS TO:

Juvenile Detention Supervisor (JDOIII).

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Provides supervision to juveniles held in the Juvenile Detention Center; processes incoming juveniles; reviews and verifies documents; performs searches of juveniles; inventories personal property; creates, updates and maintains a variety of initial arrival and continual status and related files and records; oversees other aspects of initial processing including hygiene, issuing of clothing and other related activities; assesses detainees; as required.
- Explains Detention Center rules and regulations; responds to questions and provides information to assist juveniles in understanding expectations and requirements.
- Observes and monitors juveniles; determines compliance to established rules, regulations, procedures and expectations; escorts individual and/or groups of juveniles to lunchroom, exercise area, school rooms and/or other locations within the facility; takes roll and determines location of each juvenile responsible for.
- Monitors internal facility and external grounds; identifies potential breaches to security.
- Cleans and/or oversees routine and/or ad hoc cleaning requirements.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of department policies, rules, and procedures
- Knowledge of Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- Knowledge of Applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of search, transportation and restraint procedures.
- Knowledge and applicability of the Prison Rape Elimination ACT (PREA) requirements.
- Knowledge and applicability of the State Detention Standards.

- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of the principles of file and records management.
- Knowledge of Court processes, procedures, and legal terminology.
- Knowledge of the basic principles of inventory control.

Skill in:

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, evaluating, analyzing, identifying and recommending solutions to problems.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, attorneys, parents, victims, and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

Ability to:

- Ability to observe or monitor objects, data and/or behavior to determine compliance with prescribed operating or safety standards.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

WORK CONTACTS

Regular contact with associate personnel, other county departments, other agencies and the general-public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- May be exposed to potential physical harm, extreme weather conditions, hazardous chemicals and/or infectious diseases.
- Work is subject to various post or job-site assignments and may be subject to irregular work hours/schedules, rotating shifts and/or schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.
- Staff must be able to maintain clarity of thought throughout the entirety of a shift and be able to respond quickly to duress or circumstances requiring immediate action.
- Must be able to supervise youth indoors and outdoors throughout the entire duration of their shift, which last 8 hours or more on a typical shift.
- Must be able to stand, bend, or stoop for the entire duration of the shift, as necessary.
- Must be prepared and physically able to respond with appropriate protocol in a variety of dynamic supervision situations with clients of 8-17 years in age. In a sudden emergency event, staff must be at all times physically able to run, jump, lunge, twist, push, pull. While it is uncommon, all staff must be physically and mentally able to manage youth who become uncooperative, sick, violent, or display any other form of harmful or threatening behavior.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- A high school diploma or GED **AND** some experience working with juveniles **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

SPECIAL JOB REQUIREMENT

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Must obtain within sixty (60) days of employment and must maintain defensive driving certification and first aid/CPR certification. Depending on assignment, may be required to obtain and maintain van driver's license.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/ or

manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

- Minimum of 21 years of age; U.S. citizen or have legal resident status.
- Must successfully pass a pre-employment character and fitness background investigation, including but not limited to: fingerprinting and criminal history records check, Department of Child Safety (DCS) Central Registry check, (MVD) driving records check, polygraph examination, psychological evaluation, and submit to and pass a pre-employment drug/alcohol screen.
- This is a safety sensitive position.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.