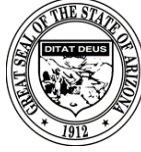


SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

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



CLASS CODE: J423
FLSA: Non-Exempt
SALARY RANGE: 16
STATUS: Classified

JOB SUMMARY

Under general supervision, serves as a working supervisor of a shift in overseeing, supervising and performing a variety of functions associated with the operation of the Mohave County Juvenile Detention Center. Employees in this classification are responsible for the direct line supervision of all juvenile detention officers and the activities within the assigned shift. Supervisors may perform any or all of the duties and responsibilities of a JDO I or II. May be assigned to supervise the day/swing or graveyard shift.

REPORTS TO:

Juvenile Detention Administrator

SUPERVISION EXERCISED

Assigned Juvenile Detention Personnel.

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.*

- Supervises and performs a variety of tasks associated with the overall operation of a Juvenile Detention Center work shift; oversees and manages assigned staff and personnel; as assigned, participates in the hiring process; interviews prospective employees; recommends hiring; provides new employee and on-going staff training programs; assigns and reviews work; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and process; evaluates work performance; prepares performance appraisals; recommends subsequent performance-related actions; as authorized, implements disciplinary actions.
- Serves as a working supervisor.
- As required, processes new arrivals in to the Detention Center; creates, updates and maintains a variety of initial arrival and continual status and related files and records; inventories possessions, conducts searches, determines medical condition/needs and performs related arrival tasks.
- Explains Detention Center rules and regulations; responds to questions and provides information and related assistance.
- Assesses detainees; as required, recommends and/or undertakes placement within the facility.
- Monitors activities of juvenile detainees; provides assistance, guidance and direction to detainees; determines compliance to established policies, procedures, protocols and related requirements; responds to questions and inquires.
- Monitors internal facility and external grounds;
- As authorized, contributes to and participates in budget development, preparation and presentation.
- Works with and identifies operational policies and procedures; determines compliance; recommends protocols and processes; assesses applicability, effectiveness and relevance to Detention Center operations.
- Assists with developing monthly shift schedules for each shift to ensure staffing ratios follow state standards.

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 of Mohave County and specific court-related policies and procedures.
- Knowledge of the basic principles of management and supervision.
- Knowledge of the basic principles of bookkeeping and/or accounting.
- 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.
- Knowledge and applicability of the Prison Rape Elimination ACT (PREA) requirements.
- Knowledge and applicability of the State Detention Standards.

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 producing written reports for internal and external audiences.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, victims, parents, attorneys, 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 varying post and/or job-site assignments and may be subject to irregular work hours/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. 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.
- 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.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A high school diploma or GED **AND** three (3) years of relevant, progressively responsible, detention, probation, or closely related experience that includes one (1) year of management and/or supervision **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, psychological evaluation, 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. 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. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. 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.