



JUVENILE DETENTION OFFICER 3

Department: Juvenile Court
Job Class #: 242500
Pay Range: General 48

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is highly responsible supervisory work within the Pierce County Juvenile Court. An employee in this class is responsible for supervising Detention Officers 1 and 2, who provide custodial care to juvenile offenders detained by the Pierce County Juvenile Court. Each supervisor has primary shift responsibility for the on-going operations of the detention facility. The supervisor ensures that policies and procedures, programs, and schedules are implemented, carried out and maintained effectively and efficiently. An employee works shifts, with varying days off. Work is performed under the direct supervision of the Manager of Detention Services.

ESSENTIAL FUNCTIONS

- Plans, organizes and directs the activities of subordinate employees; disseminates information concerning new policies and procedures; performs standard supervisory functions related to personnel management, including participation in hiring interviews, training, scheduling, setting and enforcing standards, preparing performance appraisals, conducting performance counseling, and reviewing annual salary step increases.
- Assists in the development of policies and procedures and assures that they are followed.
- Acts as liaison between outgoing and incoming shifts, as well as between detention and other agency departments, Administration and the public.
- Ensures that staff have the information, skills and supplies needed to do their job.
- Advises, assists and/or intervenes to resolve behavior adjustment problems of youths in detention.
- Inspects the detention areas at regular intervals and maintains an established standard of hygiene, safety and security.
- Ensures internal and external building security, as well as the security of outdoor recreational areas by physically inspecting windows, doors, roof areas, etc.
- Conducts the initial investigation involving assaults, escapes, injuries and other incidents and prepares written reports.

OTHER JOB FUNCTIONS

- Performs other related duties as required.

KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of supervisory and leadership methods and techniques that include accepting responsibility for his/her shift's performance; a positive and encouraging attitude; enthusiasm; respect for co-workers and clients; the ability to motivate employees; and assess performance and take corrective action if needed.
- Ability to communicate effectively, including the ability to write accurate and legible reports; evaluate the input, recommendations and conclusions of others; and provide direction and instruction tactfully and constructively.
- Ability to make and accept responsibility for decisions and judgments within supervisors' review, particularly decisions or judgments that may cause an adverse reaction.

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- Thorough knowledge of detention operations in both areas of the building and all three shifts, as well as knowledge about other agency departments and their functions.
- Ability to safely traverse buildings so that the supervisory needs of both detention areas are addressed.
- Ability to plan, organize, and coordinate, including the ability to work effectively with minimal direct supervision; explain group tasks and policies and procedures to others; and work as an effective member of a team.
- Ability to establish and maintain effective working relations with Administrators, other supervisors, staff and the general public.
- Ability to ensure that problems are followed through to resolution, that deadlines are met, and, most important, that emergencies or other serious incidents are dealt with before leaving the shift.
- Ability to bend, stoop, lift and run, especially if there is an emergency or the need to restrain a hostile juvenile.
- Ability to physically perform the essential job functions.

RECRUITING REQUIREMENTS

Completion of Bachelor Degree in the social sciences, corrections, or related field; and three years experience as a Detention Officer 1 and 2. Additional education, training or experience may substitute equally for the position requirements.

Special:

A valid Washington State driver's license is required.

Satisfactory physical condition, as evidenced by participating in the Cooper Test and satisfactory performance of physical intervention techniques. A County-approved physical examination may be required.

Must satisfactorily complete the Supervisory Training Program at the Washington State Criminal Justice Training Commission.

On-call responsibility 24 hours per day. Must maintain a current phone number or message phone.