

SUPERIOR COURT OF THE STATE OF WASHINGTON  
IN AND FOR THE COUNTY OF OKANOGAN

DEPARTMENT OF JUVENILE AND FAMILY SERVICES  
POSITION DESCRIPTION

\*\*\*\*\* JUVENILE CORRECTIONS OFFICER \*\*\*\*\*

SUPERVISOR: Detention Manager

DEPARTMENT HEAD: Juvenile and Family Services Administrator

STATUS: Salaried (Full Time)  
Hourly (Part Time)

SALARY RANGE: (20) or per current Teamsters Union Collective Bargaining Agreement

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POSITION SUMMARY

This is a professional level correctional services and security position within the Juvenile Corrections Center. The Juvenile Corrections Officer is responsible for the overall day to day care, safety, security and correctional programming of an incarcerated population of juveniles and the documentation, maintenance and security of records. This position requires the employee to work irregular hours and shifts.

POSITION RESPONSIBILITIES

The employee is responsible for:

- 1) The intake screening and evaluation of juveniles entering the corrections center, including, but not limited to screening the sufficiency of the intake criteria; screening for medical, mental health and substance abuse alerts; gathering social, biographical and family information and assessing for security concerns.
- 2) Providing day to day guidance and interventions as required by the juvenile's programming and security level.
- 3) Following the corrections center policy and procedure manual in implementing safety and security procedures within legal parameters.
- 4) Menu planning, preparation and record keeping in accordance with established guidelines.
- 5) Assisting and facilitating various facility programs in accordance with corrections center guidelines.
- 6) Maintaining meticulous records, case logs and reports via written and computer documentation.  
must be able to orally summarize the records to co-workers and supervisors as required.

- 7) Day to day maintenance of the facility and reporting issues of concern to the appropriate supervisor.
- 8) The enforcement or use of appropriate disciplinary, corrective or protective actions in accordance with established policies and procedures. Protective actions may involve the use of force and Corrections staff must remain in good physical standing as per departmental guidelines and must remain current in Defensive Tactics.
- 9) Maintaining good cooperative working relationships with other juvenile justice and child care agencies.
- 10) Performing such other duties as established or modified by the designated supervisor or department head.

#### REQUIRED QUALIFICATIONS

- 1) Must be 21 years of age or older and have the legal right to live and work in the United States.
- 2) High School Diploma or GED Equivalency.
- 3) Valid Drivers License.
- 4) Basic computer skills.
- 5) Effective written and oral communication skills.
- 6) The ability to work irregular hours and shifts and to be subject to call in on short notice.
- 7) The ability to maintain a professional and positive work attitude and conduct with co-workers, supervisors, juvenile inmates, other agencies and the general public.
- 8) Must be of high moral character, have a commitment to the agency mission and the ability to maintain confidentiality. Must be law abiding, drug free and not involved in alcohol abuse.
- 9) Certain job areas or assigned functions may require special educational levels, tests, licensures and/or certifications. If so, these requirements will be specified in the job announcement. Any waivers of qualifications or requirements are at the sole discretion of the Administrator.
- 10) Must be able to pass and/or maintain conditional job requirements listed below.

#### DESIRED QUALIFICATIONS

- 1) An Associates Degree from an accredited college or university in social/behavioral sciences, counseling, criminal justice, correctional services or a closely related field. Or an equivalent education or training program.
- 2) One or more years of experience in criminal justice, correctional services or a closely related field.
- 3) Specific experience in the Juvenile Justice System. Or equivalent experience in working with and supervising juveniles.

- 4) Bilingual English/Spanish capabilities are a plus.

#### CONDITIONAL EMPLOYMENT REQUIREMENTS

The following testing, training, certifications and reporting requirements must be successfully completed, maintained or complied with during the duration of employment, as a condition of employment. Failure to successfully complete, maintain or comply with these requirements could result in dismissal from employment.

- 1) Must successfully complete basic first aid and CPR certification within three months of employment and maintain certification during the duration of employment.
- 2) Must obtain a Washington State Food Handlers Certificate within one month of hire and maintain certification during the duration of employment.
- 3) All corrections staff (full-time and part-time) must successfully pass the Physical Ability Testing administered by the employer.
- 4) Must successfully complete the Juvenile Corrections Academy at the Washington State Criminal Justice Training Commission, within six months of employment, unless the timeframe is extended by the Training Commission for good cause (Full-Time Staff).
- 4) Must maintain a valid drivers license at all times during employment.
- 5) Must report any criminal convictions, guilty pleas or deferral agreements immediately to the appropriate supervisor or the Department Head.
- 6) Must maintain high moral character, have a commitment to the agency mission, be able to abide by the Department's principles, and must be able to adhere to and maintain confidentiality. Must be law abiding, drug free and not involved in any alcohol abuse and must not be involved in any violations of the law associated with drug or alcohol use.
- 7) Must remain in good physical standing and must remain current in Defensive Tactics.

#### EQUIPMENT USED

Examples of equipment used in the performance of this job includes, but is not limited to: County Motor Vehicles; Manual and Electronic Security Devices; Security Keys; Regular and Cellular Phones; Office Equipment and Computers; Pattern Form Assessment Materials; Food Preparation Equipment; Maintenance Equipment; Audio and Video Security Panels and Cameras.

#### WORKING ENVIRONMENT

The employee will work within a secure corrections center and in the field for authorized out of facility activities and escorts to court. The employee will be required to work irregular hours and shifts, and be subject to call in to work on short notice. This position is subject to the potential of assault in the Detention Center or while transporting detainees. Physical effort or force is required to maintain security.

PRE-EMPLOYMENT BACKGROUND CHECKS AND TESTING

No offer of employment will be made until a criminal and child abuse records check and background and reference checks have been completed. Offers of employment may be conditional upon successfully completing Drug Testing and/or Polygraph Testing and/or Psychological Testing. Other testing or checks may be made at the employer's discretion to determine suitability for employment.

PHYSICAL FITNESS ABILITY TESTING

The Washington State Criminal Justice Training Commission has adopted mandatory physical fitness ability standards as part of the Juvenile Corrections Officer Training Academy. The applicant will be required to successfully complete a physical ability test (PAT) conducted by the employer, to demonstrate that the applicant is capable of passing this portion of the academy requirements. All corrections staff (full-time and part-time) will be required to maintain the Departmental guidelines for Physical fitness readiness that may be periodically administered by the employer.

I HAVE READ AND RECEIVED A COPY OF MY JOB DESCRIPTION:

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EMPLOYEE

DATE