

SNOHOMISH COUNTY JOB DESCRIPTION

JUVENILE DETENTION OFFICER

Spec No. 4034

BASIC FUNCTION

Supervises, monitors, and provides care for juvenile offenders and other court-involved youth in a confined, 24-hour secure detention facility.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as a positive role model for juveniles detained at the center. Facilitates group activities and discussions; reports on behavior of youth; works closely with a variety of key partners who have an interest in detained youth including probation staff, nursing staff, teachers, community agencies, judges, prosecutors, defense attorneys, law enforcement and others.
2. Following completion of referral, verifies existing warrants; admits and releases juveniles into and from secure facility; enters and updates criminal history, security or safety alerts and other relevant information on the facility and state computer systems; conducts intake screening; pays special attention to individual considerations, such as medical problems, mental health, emotional needs, gender identity, cultural or ethnic requirements, etc.
3. Presents and explains youth's rights, facility rules and expectations, and consequences; conducts searches, issues clothing and personal items; takes fingerprints, escorts juveniles to court appearances, transports to and from the facility; receives payment of bail and resident monies.
4. Creates a firm, fair and consistent environment which models pro-social behaviors for juveniles, and supports them in changing behaviors and patterns to achieve positive goals. Enforces detention center rules, completes incident reports; and is an active participant in the facility's behavioral management program. Intervenes in crisis situations. Manages behavior and diffuses disruptive behaviors through problem solving, crisis intervention, and/or counseling; participates in physical control when the situation warrants it; participates in behavioral planning for special management population.
5. Supervises detainees in all areas of the facility including housing units, school, recreation, program and visitation activities, facilitates unit or group activities; monitors completion of youths' daily tasks, assists detainees with personal hygiene, medical or emotional concerns; administers emergency first aid; assists in detecting suspected drug and alcohol use, refers resident requests, concerns and needs to the appropriate staff or resource.
6. Supervises the cleaning of the detention facility by assigning and directing the work of detainees, washes clothing and bedding.
7. Operates control room video monitors, audio monitors, computers, touch probes and radios; responds to telephone inquiries by law enforcement officials, probation/parole counselors, other secure detention facilities attorneys, and parents.

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STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Six (6) months compensated or volunteer experience working with juveniles; OR, completed coursework in Child Development, Criminal Justice, Education, Human Services, Social Work, Sociology, Psychology or closely related fields; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job-related tests.

PREFERRED QUALIFICATIONS

Associate's Degree in Criminal Justice, Human Services, Sociology, Psychology or closely related field preferred.

SPECIAL REQUIREMENTS

Must be at least 21 years of age.

A valid Washington State Driver's License is required.

A valid First Aid/CPR Card within six (6) months is required.

Satisfactory completion of the Juvenile Corrections Officer Academy Training, including defensive tactics training, as instructed by the Washington State Criminal Justice Training Center within six (6) months of employment.

To be eligible for appointment, applicants must successfully pass a criminal history background investigation, reference verification, polygraph examination, psychological examination, a physical ability test and an employee health screen.

KNOWLEDGE AND ABILITIES

Knowledge of:

- safety and security issues
- crisis intervention techniques
- group and individual behavior patterns of youth
- basic principles of counseling methods
- basic computer skills

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- recognize situations which threaten the safety and security of individuals and/or the facility and determine the most effective way of controlling the situation
- effectively relate to juveniles from a variety of social, economic, ethnic and racial backgrounds
- establish and maintain effective working relationships with criminal justice system officials and staff, other county employees and the general public
- read, interpret and enforce detention facility rules and regulations
- monitor the activities of facility detainees
- evaluate juveniles' behavior
- enforce detention facility rules and regulations
- respond to crisis and emergency situations quickly and calmly
- perform strenuous physical tasks such as restraining violent or threatening individuals
- communicate effectively with people from a variety of backgrounds, including persons with social or behavioral problems
- type accurately, record information correctly and perform clerical tasks related to admission and other clerical aspects of the job
- maintain necessary records and prepare legible and appropriately written required reports.

PHYSICAL EFFORT

Good physical condition is required to deal with occasional aggressive or threatening behavior on the part of detainees.

SUPERVISION

Employees in this class receive direction and assistance from the Juvenile Corrections Officer Supervisor. Work is reviewed through observation, direct contact and meetings with the JCO Supervisor and Detention Program Manager.

WORKING CONDITIONS

The work is performed primarily within the Snohomish County Juvenile Detention Center which is a 24-hour per day, seven (7) day a week operation. The employee may be assigned to any shift and may work on weekends. The employee is required to work holidays when they fall on their normal work schedule, and mandatory overtime as needed.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: 1977 under the title Group Worker I Previous Spec No. 521547
Revised: June 1983, June 1994, February 1996, March 1998, October 1998, January 1999,
June 2001, January 2006, February 2006
Revised and Retitled: December 1995, Juvenile Custody Worker I
Revised and Retitled: December 2017, Juvenile Corrections Officer
EEO Category: 4 – Protective Service Workers
Pay Grade: 235 – Classified Pay Plan
Workers Comp: 1501 Hazardous