



## **Juvenile Justice Specialist I**

Class code: 211

Employee Group: SEIU

Salary Range: 17

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### **I. Position Summary**

Under general supervision, to direct and supervise the activities of juvenile offenders held in the County detention or residential facility, including providing individual guidance, counseling and rehabilitation services while maintaining security, safety and general housekeeping standards; to perform related work as required.

### **II. Distinguishing Features**

The Juvenile Justice Specialist I is the entry level in the series. Employees initially work under immediate supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. This is a training level classification in which employees perform a significant portion of the work assigned to the next higher level, but without the independence or full responsibility expected at the journey level. Tasks are limited in scope and are performed within a procedural framework established by higher level employees.

### **III. Examples of Essential Position Duties**

- Admits and releases juveniles to the County detention or residential facility according to state law, contractual obligations and department policy; instruct juveniles on rules, procedures and expectations of placement; checks for illness and injury; conducts intake assessments with law enforcement officers, caseworkers, probation officers, other agencies, etc. to determine facts and appropriate admission decisions; accounts for all personal property of juveniles admitted.
- Notifies parents and appropriate authorities of detention admissions and/or court hearings.
- Supervises all juveniles in an unbiased manner regardless of admission reason; responds to major and minor disturbances, restores and maintains security, order and schedule of activities; takes corrective and disciplinary actions; subdues and restrains violent juveniles; determines when force may be needed and to what degree; transports juveniles as required.
- Supervises and/or conducts programs in assigned area for youth skill development.
- Searches people, clothing, mail items, objects capable of concealing contraband, buildings and large outdoor areas; inspects unclothed juvenile, with reasonable suspicion.
- Detects and collects evidence and substance that provide the basis of criminal offenses or facility violation; confiscates illegal property.
- Controls access to and from facility; conducts visual and audio surveillance for extended periods of time; operates and monitors surveillance and electronic security equipment.
- Pursues fleeing juveniles; performs rescue operations.
- Conducts emergency drills; responds to facility mechanical failures.
- Performs crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.
- Establishes, monitors and maintains detailed case files, ensuring accurate and complete documentation of juveniles' behavior, attitudes and action; prepares thorough and detailed reports and maintain records as necessary.
- Dispenses medications as prescribed.

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- Plans, organizes and supervises programs for group participation; monitors visitation.
- Assists with meal preparation and serving, laundry, housekeeping, etc.; supervise same gender showers; ensures health standards and cleanliness of facility; assigns and directs juveniles in housekeeping duties and related tasks.
- Maintains supply inventories.
- Searches, enters and retrieves information on computer, answer telephones, copy and file documents, and perform other clerical duties as required.
- Operates a variety of office equipment, including computers, copier, fax machine, etc.; as well as restraining devices, breathalyzer, drug test kits, kitchen and laundry equipment, etc.
- Submits clients to urinalysis testing, as necessary.
- May provide training programs for temporary and regular staff.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

### **IV. Knowledge, Skills and Abilities**

Position requires working knowledge of behavior and adjustment problems of juveniles and criminal offenders; counseling and rehabilitation techniques; theories of training in social and personal improvement of juveniles and offenders; health, safety and personal hygiene procedures; criminal law and the criminal justice system; specifically the juvenile justice system; law enforcement procedures and protocol; and modern office practices including computer skills. Position requires ability to effectively intervene in order to protect the community and aid in rehabilitation of juveniles. Position requires ability to secure and hold the confidence and cooperation of juveniles; provide a safe and positive environment within the facility; understand the emotional and physical problems of juveniles; perform at a high level of professional competence; perform basic first aid and CPR; give effective presentations in court; maintain accurate records; work in hostile and potentially dangerous environments; restrain combative youth as necessary; make quick, intelligent decisions in crisis situations; adapt to changes in program direction, procedures and operations; maintain safety requirements; learn computer skills including typing; effectively organize duties; display initiative and creativity in carrying out duties and assignments; comply with all statutes, policies and procedures; understand and carry out oral and written directions; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

### **V. Minimum Requirements** (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

#### **Education and Experience**

- An Associate's degree or at least two years college course work in criminology, criminal justice, sociology, psychology, communication studies, human services or education AND six months experience working with the criminal justice or social services systems; OR

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- A high school diploma or GED AND one year certificate in a juvenile justice or criminal justice program and six months experience working with the criminal justice system, OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

### **Licenses, Certificates and Other**

Must receive certification of successful completion of the Oregon Juvenile Department Directors' Custody Worker Training Academy within initial twelve months of employment and possess first aid and CPR certification within initial 30 days of employment. Requires possession of a valid Oregon driver's license and a good driving record.

### **Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing (including ability to clearly distinguish and identify colors), and repetitive motions. Requires exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects. Requires sufficient strength and coordination for restraining and/or carrying the weight of adults and defending one's self from attack. Requires driving. Work may be conducted in a noisy, crowded area, with exposure to chemicals, solvents, grease, oils, inks, illnesses, diseases, blood borne pathogens, etc.

### **Working Environments**

Work may be conducted in a noisy, crowded area, with exposure to uncomfortable physical conditions, including heat, cold, wetness, strong odors and /or smoke, strong and/or toxic chemicals, electrical currents, dust and pollen, and blood borne pathogens. May include exposure to disruptive people. Must be willing to work various shifts that may include nights, weekends and holidays.

### **VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 10/17