



## JUVENILE DETENTION OFFICER LEAD

**Department:** Juvenile Court

**Job Class #:** 240100

**Pay Range:** General 22

**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 responsible work in providing custodial supervision and care for juvenile offenders detained by the Pierce County Juvenile Court. Employees in this classification are responsible for performing the essential job functions of the Juvenile Detention Officer 2 classification and perform limited supervisory functions in the absence of the Shift Supervisor. Work involves leading, providing guidance, and advising line staff regarding issues related to care and supervision of youth in the detention facility. This classification is distinguished from the Juvenile Detention Supervisor by the level of supervisory functions performed. They do not perform the full scope of supervisory functions such as implementing permanent staff disciplinary actions, conducting performance evaluations, and implementing long term planning when acting as substitute supervisor or in a lead capacity. Incumbents must be knowledgeable of departmental policies and procedures and the responsibilities of a variety of job tasks and assignments. They must be willing to learn the operational responsibilities of the supervisor's position and to completely perform them.

### **ESSENTIAL FUNCTIONS**

- Performs supervisory functions in the absence of the regular Juvenile Detention Supervisor. Explains and interprets policies and procedures to line staff; assigns, directs, and reviews work as needed; and responds to and resolves problem situations.
- Performs lead worker duties and assists Detention Supervisors. Provides advice and guidance to line staff. Performs special projects and investigates in-house incidents as assigned. Provides input regarding performance evaluations.
- Performs the job functions of Juvenile Detention Officers. Duties may include, but are not limited to supervising youths in a residential unit, control responsibilities, and supervising, planning, and organizing the involvement of youth in recreational activities.
- Assists in resolving and providing advice regarding the behavioral problems of youth by using problem solving and anger management techniques; ensures proper use of physical restraint; may investigate escapes, injuries, and other incidents, and prepares appropriate written format.
- Provides training to other detention staff. Provides ongoing advice and guidance in behavior control techniques.
- Performs security escort duties.
- Participates in staff discussions to suggest improvements to systems and procedures.

### **OTHER JOB FUNCTIONS**

- Performs other related functions as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of and understanding of the duties and responsibilities of each detention facility position performing duties related to the care and supervision of youths.
- Knowledge of the policies and procedures governing the daily operation of the juvenile detention facility.

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### **Classification Description - Pierce County**

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- Knowledge of the department's behavior management system and appropriate crisis intervention techniques.
- General knowledge of supervisory practices.
- Skill in written communication in order to complete reports and update records.
- Ability to establish and maintain effective working relationships including interpersonal skills for daily interactions with a variety of youth with special needs as well as visitors, coworkers, management, and line staff.
- Ability to maintain a professional, calm, and objective demeanor at all times, including confrontational, violent, and other stressful situations.
- Ability to verbally communicate effectively and skilled in dealing with youth, coworkers, visitors, and staff.
- Ability to motivate and lead staff in the performance of their duties.
- Ability to identify and resolve problems within assigned scope of authority.
- Ability to utilize computerized record keeping systems to access and input information.
- Ability to recognize situations which threaten the safety and security of individuals and/or the facility and to quickly determine the most appropriate action in accordance with departmental policies and procedures.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

#### **RECRUITING REQUIREMENTS**

Must meet the recruiting requirements of the Juvenile Detention Officer 2 classification and have satisfactorily completed the probationary period; or completion of 2 years of post high school education in the social sciences, corrections, or related field and two years of experience in the guidance, discipline, and supervision of detainees in a correctional setting.

Must have satisfactorily completed the Training Academy at the Washington State Criminal Justice Training Commission.

Additional education or experience may substitute for the recruiting requirements.

#### **SPECIAL**

A valid Washington State driver's license is required.

Physical strength and agility necessary to subdue and restrain physically abusive juveniles is required. Satisfactory physical condition, as evidenced by a County approved physical examination is also required. Shift work may be required. May be required to work overtime. On-call responsibility 24 hours per day. Must maintain a current phone number or message phone.

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