JUVENILE CORRECTIONAL OFFICER

Job Code	Job Title	Pay Grade
4304L1	Juvenile Corrections Officer I (A)	22
4401L1	Juvenile Corrections Officer I (B)	23
4305L1	Juvenile Corrections Officer II	25
4306L1	Juvenile Corrections Officer III	28

CONCEPT:
This is corrections work in a juvenile correctional facility ensuring public safety by providing security and control of juvenile offenders and reintegration programs.

TASKS

- Implements policies, procedures and techniques to ensure public safety, security and control of juvenile offenders.
- Maintains order ensuring sight and sound supervision of offenders. Inspects living units to locate contraband and to report on conditions affecting the health and safety of offenders. Frequently checks on offenders deemed to be special risks or who are on security status; reports critical conditions and incidents to appropriate authorities.
- Serves as a member of a treatment team to determine which programs, methods and experiences are appropriate for the treatment of juvenile offenders.
- Provides counseling and instruction to offenders by directing their daily activities, maintaining order during all activities, teaches structured behavioral management classes and teaches problem solving skills to help them learn accountability and to achieve worthwhile personal goals.
- Observes, records and reports health symptoms, behavior and other significant problems of offenders, and assists in the processing and dispensing of medical orders and medications.
- Supervises recreational activities.
- Writes, reviews and communicates necessary reports during shift.

JCO III

- As shift manager, plans, organizes and schedules all work performed on an assigned shift for all units of the facility to ensure safety, security and control of a 24-hours a day, seven days a week unit.
- Ensures adequate staff coverage for all units by making decision to call-back or hold staff over.
- Coordinates and blends unit programming with clinical staff programming.
- Formulates unit program goals within facility policies, policies, and American Corrections Association's standards.
- Serves as Crisis Manager for facility during non-standard hours. Response to sensitive situations with juvenile offenders, staff, families, or the public.
- Serves as the on-site Administrator for entire facility during non-standard hours to deal with daily operational issues.
- May evaluate staff performance through direct observation and provide feedback to employees' immediate supervisors as necessary.
- Participates in hiring process; responsible for on-going development and mentoring of staff; recommends disciplinary action as appropriate.
- Ensures all required training for unit staff is complete. Provides training as needed.

LEVELS OF WORK

- Class Group consists of four classes.

Juvenile Corrections Officer I (A): This class is an entry level position. Incumbents maintain safety and security of juvenile offenders, staff, and the community by supervising the conduct, work, discipline, and recreation of offenders. Work involves teaching juvenile offenders accountability, competency development and reintegration techniques.
Minimum Requirements: High school diploma or equivalent.
Necessary Special Requirements: Candidates must have reached their 21st birthday at the time of appointment; be free of felony conviction; successful completion of a physical agility test and written assessment

administered by the facility; confirmation that candidate is not on the Child Abuse Registry; and take and pass a drug test approved by the Office of Personnel Services prior to being appointed to this position unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class require that, at the time of appointment, the candidate possess a valid license.

Juvenile Corrections Officer I (B): This is full performance work maintaining safety and security of juvenile offenders, staff, and the community by supervising the conduct, work, discipline, and recreation of offenders. Work involves teaching juvenile offenders accountability, competency development and reintegration techniques. This level acts as a role model and leader of less experienced juvenile corrections officers by explaining work methods and instructions, assisting in training, demonstrating awareness of and proper compliance with the Department's and the facility's policies, procedures and orders as well as with federal, state and local laws.
Minimum Requirements: Must meet all of the minimum qualifications and necessary special requirements of a Juvenile Corrections Officer I (A) and successfully complete one year of experience as a Juvenile Corrections Officer I (A) within the Department of Corrections immediately prior to appointment to this class.

Juvenile Corrections Officer II: This is full-range supervisory work. Incumbents plan, organize, direct and evaluate the activities of the unit on an assigned shift. Incumbents are responsible for performance evaluations and on-going development and mentoring of staff. Determines what security measures are required to restrain offenders who are exhibiting dangerous and destructive behavior; directs the actions of staff members to intervene and eliminate destructive behavior.
Minimum Requirements: High school diploma or equivalent and one year of experience in the care, control, and treatment of offenders. Coursework in criminal justice or the behavioral sciences may be substituted for the required experience as determined relevant by the agency.
Necessary Special Requirements: Candidates must have reached their 21st birthday at the time of appointment; be free of felony conviction; have completed the Basic Training for Juvenile Corrections Officer or a corrections/law enforcement training program; and take and pass a drug test approved by the Office of Personnel Services prior to being appointed to this position unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class require that, at the time of appointment, the candidate possess a valid license

Juvenile Corrections Officer III: This is shift management corrections work responsible for oversight of all units at a juvenile correctional facility or managerial corrections work responsible for overall operations of a unit at a juvenile correctional facility. As shift manager, incumbents evaluate coverage needs and reassign/call back staff as needed. Incumbents reduce crisis situations and may serve as the Major's designee. As unit manager, incumbents are responsible for safety and security, scheduling coverage for an assigned unit on a 24/7 basis, formulating unit program goals and policies, and participating in formulation and implementation of juvenile offender treatment plans. Both directly and/or indirectly supervise and oversee training of all subordinate staff including on-going development and mentoring.
Minimum Requirements: High school diploma or equivalent and two years of experience in the care, control, and treatment of offenders, at least one of which must have been at the supervisory level. Coursework in criminal justice or the behavioral sciences may be substituted for the required experience as determined relevant by the agency.
Necessary Special Requirements: Candidates must have reached their 21st birthday at the time of appointment; be free of felony conviction; have completed the Basic Training for Juvenile Corrections Officer or a corrections/law enforcement training program; and take and pass a drug test approved by the Division of Personnel Services prior to being appointed to this position unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class require that, at the time of appointment, the candidate possess a valid license

REF: 12/13
REV: 9/15
REV: 8/17
REV: 5/19