



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **JUVENILE SUPERVISION OFFICER/DETENTION OFFICER**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Juvenile Supervision Officer (Juvenile Detention Officer) position monitors and supervises the daily activities of detained juveniles in the detention facility. Responsible for the safety and security of the residents in custody. Detention Officers are directly accountable to the Shift Supervisor/Supervisor on duty.

EXAMPLES OF WORK PERFORMED

Assumes responsibility for juveniles in detention.

Provides orientation/expectations for juveniles during admission.

Plan daily living activities of juveniles.

Maintains discipline and security of the Detention facility.

Maintains juveniles' daily level point system

Maintains constant communication with the Shift Supervisors and Facility Administrator.

Maintains accountability of juveniles.

Conducts pat-downs, area and individual searches.

Writes detailed incident and behavioral reports.

Maintains facility cleanliness, sanitation and safety in the living units.

Be knowledgeable and comply with all departmental policies and procedures, Title III of the Texas Family Code, Texas juvenile Probation Commission Standards, Code of Ethics, and the department personnel manual.

Escorts juveniles from one place to another in and orderly fashion.

Regular attendance is a must.

Promote a positive image of the department in the community and maintain high level of professionalism and moral character at all times.

Work in harmony with all department staff

Perform any and all other duties as assigned pertaining to Supervision Officer duties

EDUCATION AND EXPERIENCE

Graduation from a high school or equivalent (GED)

Bachelor's Degree preferred

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Must complete oral interviews

Must complete and pass a background investigation

CERTIFICATES, LICENSES AND REGISTRATION

Must be eligible for certification by the Texas Juvenile Probation Commission as a Juvenile Supervision Officer

Must have a current valid Texas motor vehicle operator's license

Must have proof of motor vehicle insurance

Must be able to be insured by the County's insurance carrier

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations