



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SHIFT SUPERVISOR**
Grade: 09

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

Directly supervises the Juvenile Detention Officers on duty or will assist in the monitoring and supervision of detained juveniles in the detention facility. Directly responsible to the Detention Superintendent.

EXAMPLES OF WORK PERFORMED

- Supervise all shift activities and assigned personnel
 - Assumes responsibility during assigned shift for juveniles detained
 - Provides counseling to juveniles and assigned personnel
 - Provides orientation upon admission of juveniles
 - Inspects and maintains safety, sanitation, cleanliness and security of facility
 - Communicates significant observations to appropriate staff members of the Juvenile Probation Section
 - Insures that the chronological and point sheets are updated by end of the shift
 - Insures all entries in the Caseworker IV are complete
 - Insures all incident reports are written correctly
 - Insures that appropriate personnel are contacted in the event of a detention incident or medical emergency
 - Maintains order during detention hearings
 - Assists intake process of admission during large numbers of admissions
 - Assigns appropriate personnel to insure tasks are completed at end of shift
 - Conducts tours as directed
 - Promotes a positive image of the department in the community and maintains a high level of professionalism and moral character at all times
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Works in harmony with all department staff and performs any and all duties as assigned to insure the efficient operation of the department

EDUCATION AND EXPERIENCE

Graduation from a high school or equivalent (GED)

Two (2) year experience as a supervisor of detention officers

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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