

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Juvenile Detention Officer
Job Code: 8606
Pay Grade: 40
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Responsible for the safety and well-being of youth referred to the Juvenile Court Detention Center. Develops positive working relationships with youth. Monitors and maintains a structured, caring, safe, healthy, and learning environment for detainees. Monitors and maintains security and control of the structured detention environment.

ESSENTIAL FUNCTIONS:

- Implements and delivers programs to youth, supporting detention philosophy, goals and objectives.
- Provides effective role modeling and mentoring to youth in the facility.
- Instructs youths on various skills for future use and success, such as anger management, filling out employment applications, and understanding employment processes.
- Observes the behaviors of youth and situations that occur, recalls facts and prepares written reports.
- Monitors the detention facility to ensure a safe environment for both the youths and staff.
- Observes and ensures security for the facility in accordance with unit procedures and institutional practices.
- Determines detainee rule infractions, takes appropriate action, and reports violations and incidents.
- Maintains rosters and daily logs, and prepares incident, discipline and progress reports.
- Performs in processing of new youth detainees, which includes a safety and security check of their person and property. Follows in-processing procedures and orients the youths to the booking procedure.
- Escorts youth to and from courtrooms and throughout the facility.
- Drives a court vehicle to transport youth to various appointments external to the center.
- Reacts to physical confrontations and emergency situations quickly and effectively using sanctioned defensive tactics skills.
- Applies restraining techniques requiring physical strength and coordination when necessary.
- Assists other officers who are involved with detained youth.

ADDITIONAL DUTIES/RESPONSIBILITIES:

- Performs control room and/or court security services tasks as needed.
- Provides information and limited instruction to new detention officers, on-call officers and volunteers assigned to perform routine tasks in the center.
- Testifies at court hearings when necessary.
- Attends meetings and assists in developing special plans to address the youth’s risk and needs.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have some knowledge of the purpose of juvenile detention.
- Must have knowledge of basic computer skills.
- Must have the ability to learn court policies, procedures, and the practices and rules of operation for the Detention Center.
- Must have the ability to learn defensive tactics, First Aid and CPR, develop good observation skills and the ability to respond to emergency and safety incidences in a proficient manner.
- Must have the ability to communicate effectively and work with a diversity of people, to include varied cultural, ethnic, religious, and socioeconomic backgrounds.

MINIMUM QUALIFICATIONS:

A minimum of 21 years of age, must be a United States citizen or have legal resident status, and a high school diploma or equivalent G.E.D. certificate.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver’s License at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in a secure institution and may lift a detainee, materials, or equipment of 50 lbs or less. Incumbents are required to stand and walk for at least half of their scheduled work shift and physically required to bend, reach, kneel, crouch, crawl and stoop.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to a Supervisor, Juvenile Detention. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 11/22/04
Revised: 6/16/05; 07/01/05; 03/15/07, 5/8/09; 04/06/11

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date