

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Surveillance Officer (Electronic Monitoring Coordinator)

Job Code: 8116

Pay Grade: 43

FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

To provide a surveillance officer category for an officer who has demonstrated outstanding ability and is assigned complex job functions that exceed those of the general surveillance officer classification.

ESSENTIAL FUNCTIONS:

- Monitors the behavior of juveniles under court jurisdiction.
- Maintains records documenting contacts with juveniles and others.
- Oversees the operations of the electronic monitoring operation.
- Assures the proper operation of electronic monitoring equipment.
- Acts as the intermediary between the manufacturer of monitoring equipment and the PCJCC.
- Assigns surveillance officers to electronic monitoring duties.
- Participates/leads in making physical arrests of minors with active warrants.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Maintains contact with all team probation/surveillance officers.
- Assists other teams with office/field arrests and transports minors.
- Keeps records of warrants and electronic monitor use.
- Performs Alcosensor (Breathalyzer) tests on juveniles when necessary.
- Conducts training for court personnel.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of surveillance techniques and practices, investigative and interviewing methods, and crisis intervention methods and techniques.
- Must have a basic knowledge of the criminal justice system, laws, regulations, and rules related to probation conditions and enforcement.
- Must have the skills to identify the effects of drug and alcohol abuse.
- Must have skills in the areas of self-control, patience, initiative, courtesy, tact and diplomacy.
- Must have the ability to operate a variety of equipment necessary to perform job duties such as computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.

- Must have the ability to develop and maintain strong working relationships with law enforcement agencies, community resources, probationers, and coworkers.
- Must have the ability to communicate effectively in writing and with a diversity of individuals and groups.

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS: (in priority order)

1. An Associate's degree from an accredited college in one of the following disciplines of study or a related field of study, such as justice studies, law enforcement, social services, or psychology.
OR
2. 63 college credit hours in one of the aforementioned fields of study.
OR
3. Two years of experience in a security position, in a criminal justice agency position dealing with inmates or probationers, in other agencies dealing with adult or juvenile offenders, or in a social services position such as teaching, coaching, supervision, or case management.
OR

Any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at the time of appointment. Must be able to complete the AOC Defensive Tactics Academy and its annual refreshers.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Performs work requiring good physical strength and conditioning, including ability to bend, reach, crouch, kneel, crawl, stoop and apply restraining techniques.
- React to physical confrontations and emergency situations quickly and effectively.
- Performs defensive tactics requiring quick reflexes, agility, coordination and strength.
- Lift and carry up to 75 pounds.
- At times may be exposed to cold/hot weather conditions in the performance of duties.
- Hear and understand speech and radio transmissions.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Probation Safety Supervisor. The incumbent performs duties under general supervision and may supervise other surveillance officers in the electronic monitoring/warrant unit.

Date:

Revised: 11/22/04; 10/05/05; 10/26/07, 5/18/09