

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Transportation Supervisor, Detention

**Job Code:** 8611

**Pay Grade:** 56

**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Supervises and participates in the identification process and provides safe transportation for juveniles and court personnel. Provides effective support to the Detention Division in other functions as required.

### **ESSENTIAL FUNCTIONS:**

- Supervises and participates in the transportation of juveniles to and from various agencies, including hospitals, foster homes, schools, public transportation, Health Department, mental hospitals, clinics and various municipalities.
- Participates as a member of the Detention Management Team.
- Supervises and participates in the identification processing of juveniles and department personnel including photographing and fingerprinting.
- Classifies fingerprints of detainees and other departmental staff.
- Serves subpoenas.
- Assigns and monitors use of departmental vehicles.
- Maintains mileage logs and schedules automotive maintenance.
- Responds to requests for assistance in control of violent juvenile detainees in accordance with Juvenile Court policies and practices.
- Supervises and participates in providing courtroom security to judges and their courtroom personnel against potentially violent juveniles and/or families.
- Coordinates supplemental security as needed for receiving area when violence erupts and/or large numbers of juveniles are present.
- Supervises and participates in providing back-up building security, both internal and external, of the Juvenile Detention Facility.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of Juvenile Court policies, procedures and practices as they relate to the Detention Division.
- Must have knowledge of the principles and practices of effective supervision, office practices and procedures regarding the maintenance of budgets, purchasing, record-keeping, and preparing reports.

- Must have skills in research techniques; planning, organizing, and coordinating support functions; supervising, training and evaluating staff; and establishing effective methods for department communications.
- Must have knowledge of business English, spelling, grammar and punctuation and competency in the operation of desktop computer and programs such as word processing, spreadsheets, and email.
- Must have strong team-building skills and the ability to work independently or in a team environment.
- Must have knowledge of methods for maintaining discipline and security of detainees.
- Must have knowledge of acceptable and effective methods for restraint of juveniles.
- Must have ability to effectively communicate with a variety of superior court employees including judges, judicial staff, court administration, agencies/vendors, and the general public.

**MINIMUM QUALIFICATIONS:**

A High School diploma or equivalent G.E.D. certificate and three years of experience working in a juvenile detention center, including one year in transportation and identification work. Relevant education pertaining to corrections or adolescent behavior may be substituted for a portion of the aforementioned experience. 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 time of appointment. Must complete and maintain the Defensive Driving class sponsored by Pima County.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift up to 20 lbs or less. At times the incumbent must bend, reach, kneel, crouch, stoop, sit, stand and walk for extended periods of time.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Division Director, Detention. Performs duties under limited supervision and directs a staff of non-exempt employees.

Date: 06/1989  
Revised: 12/28/2004, 08/01/05, 10/26/07, 6/12/09