



## **Juvenile Supervision Officer I**

Juvenile Department

JD/18  
Pay Grade: 12

### **JOB SUMMARY**

This position is responsible for supervising the activities of residents of the juvenile detention center.

### **MAJOR DUTIES**

- Supervises the daily activities of juvenile detainees.
- Supervises daily chores assigned to detainees, including cleaning chores, recreational activities, meals and classroom periods.
- Supervises telephone calls and visits to detainees by family members, law enforcement officers, attorneys, and other authorized visitors.
- Escorts detainees to detention hearings court, medical services, and other designated locations.
- Applies non-violent restraining techniques on violent, suicidal and disruptive detainees.
- Attends the control room; operates telephones, intercoms, and radios; monitors video surveillance cameras; maintains activity logs.
- Launders bed linen.
- Maintains the general cleanliness and order of the secure detention area; provides for the proper placement of all equipment and cleaning supplies.
- Ensures the proper maintenance of all equipment, including electrical and plumbing fixtures, control panels, radios, chargers, air tanks, intercoms, etc.
- Attends mandatory staff meetings and training sessions.
- Screens and processes incoming cases according to departmental procedures.
- Prepares and maintains all necessary forms and documentation, including activity logs, observation logs, chronological logs, etc. for all detainees.
- Prepares incident reports.
- Checks detainees for lice and applies lice treatment as needed.

- Issues clean clothing to detainees daily.
- Issues meals to detainees.
- Administers medication to detainees as instructed.
- Fingerprints incoming juveniles.
- Conducts searches, pat-downs and room inspections.
- Perform any other duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Texas Juvenile Justice Department standards for juvenile detention center operations.
- Knowledge of juvenile detention center security principles and practices.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the management and supervision of juvenile detainees.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

#### SUPERVISORY CONTROLS

The Facility Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include the Texas Administrative Code, the Texas Family Code, Webb County policies and procedures, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of related duties in supervising the activities of juvenile detainees. The unique needs of each resident contribute to the complexity of the position.
- The purpose of this position is to participate in the supervision of juvenile justice center residents. Successful performance contributes to the security and safety of residents.

**CONTACTS**

- Contacts are typically with coworkers, law enforcement personnel, attorneys, community service providers, medical professionals, juveniles, parents or guardians, and the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, stooping or walking. The employee frequently lifts light and heavy objects, utilizes the sense of smell, and applies physical restraints.
- The work is typically performed in a juvenile detention center. The employee may be exposed to contagious or infectious diseases. Work requires the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is not covered* under Civil Service; however, all other Webb County policies apply.

**MINIMUM QUALIFICATIONS**

- Must have a high school diploma or GED from an accredited institution.
- No experience requirements.

**ACKNOWLEDGEMENT**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date