

BANNOCK COUNTY
CLASS SPECIFICATION

JUVENILE ATTENDANT—LEAD SUPERVISOR

Department: Juvenile Detention
FLSA Designation: Non-Exempt

Pay Grade: 8
Effective Date: 10/04, 2/08, 8/09

Purpose of Class

Supervises staff and assists in overseeing operations of the Juvenile Detention Center; performs work related to the administration of and compliance with state and County juvenile detention statutes, codes, and ordinances; performs related work as required.

Primary Function

The primary function of this position is to supervise staff in the operation of the Juvenile Detention Center and to assist in the administration of the operations of the Center to ensure the safety and security of the facility and community and compliance with all federal, state, and County mandates. Duties include supervision of shift supervisors, assisting with personnel management and day-to-day operational supervision, and implementation of policies and procedures. The position is supervised by the Juvenile Detention Center Director, with latitude granted for independent judgment and initiative but work is subject to stringent state and County legal guidelines. Supervision is exercised over subordinate staff involved in the Detention Center operation. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger and health hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Supervises and performs the duties of the Juvenile Attendant Shift Supervisor and subordinate employees;
- Supervises and monitors the activities of the staff and inmates on all shifts to ensure standards, policies, and procedures are implemented and followed;
- Assists in the operations of the facility to ensure compliance with federal, state, and County laws, statutes, codes, ordinances, guidelines, standards, and policies and procedures;
- Assists in recruitment, hiring, training, supervision, and evaluation of employees;
- Monitors employee scheduling to ensure compliance with mandatory staff levels;
- Assists in determining and implementing Department goals, priorities, and objectives;
- Assists in maintenance and preparation of facility records, logs, activity reports, databases, and documentation, including preparing and delivering reports;
- Maintains instructor certification level for training in areas including, but not limited to, First Aid, CPR, and other related and required areas;
- Ensures scheduled programs and activities are held and staffed;
- Evaluates detainees brought to intake to determine if detainee meets established criteria for admission;

- Supervises staff in admission and release of inmates, including ensuring proper procedures are followed and required documentation is complete;
- Responds to and resolves incidents, situations, and emergencies involving staff and inmates;
- Determines inmate level status, responds to and determines consequences for rule infractions;
- Determines when restraint of an inmate is necessary and how long inmate will remain in restraints;
- Communicates with parents and/or guardians of inmates, advising them of the inmate's welfare and the facility's policies and procedures;
- Assists inmates with grievance procedures, as needed;
- Generates and reviews reports, logs, records, and documents during an assigned shift;
- Verifies accuracy of time cards of staff on assigned shift;
- Notifies court officials and other affected parties of inmate court dates and appearances;
- Monitors and operates security systems, including cameras, doors, and related equipment;
- Briefs oncoming shift of incidents and ongoing situations that require monitoring;
- Assists in hiring, training, and evaluating staff members;
- Performs the duties of subordinate staff, as needed;
- Determines with the assistance of contract provider if ill or injured inmates require hospitalization or other medical assistance;
- Verifies inmate needs for medication and dispenses medications;
- Performs all work duties and activities in accordance with federal, state, County, and Department statutes, laws, ordinances, policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs some duties of the Juvenile Detention Center Director in that employee's absence;
- Works non-traditional hours; the facility is staffed 24 hours/day and must be available weekends and holidays;
- On call after regular work hours to respond to emergency situations;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Detention methods, procedures, practices, equipment, and objectives;
- County procedures including booking, detention, handling and release of juvenile inmates;
- Detention procedures and practices, including inmate confidentiality;
- Federal and state laws, statutes, and codes applicable to detention and the jail environment;
- County and Department policies, procedures, and practices, including inmate restraint procedures;
- Standard office equipment, personal computers, and job-related software;

- Specialized equipment used in booking and detention, including but not limited to, fingerprinting and photography equipment, emergency breathing and rescue equipment, two-way radios, restraint equipment, stand-off equipment, and related equipment;
- Specialized security equipment, including but not limited to, security cameras, computerized access doors, and related equipment;
- Employee supervision, training, and evaluation methods, techniques, and objectives;
- First Aid and CPR;
- Criminal court and probation and parole operations, procedures, and objectives, as applied to juvenile defendants;
- Interpersonal relations and communication, conflict mediation, negotiation, and incident de-escalation and resolution methods and techniques.

Ability to:

- Supervise, interview, train, and evaluate employees;
- Monitor inmates to ensure safety and security of the inmates, staff, and facility;
- Operate specialized security and detention equipment;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Maintain, review, and produce records, logs, documentation, and reports;
- Deal physically and/or verbally with uncooperative, distraught, and hostile inmates;
- Recognize unusual medical, physical, or mental conditions of prisoners;
- Work independently as well as in teams;
- Follow written and oral instructions;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules and regulations;
- Interpret and implement legal mandates and standards governing juvenile detention and incarceration;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective working relationships with inmates, fellow staff members, supervisors, subordinates, other County employees, the public, and with persons with varied racial, ethnic, or economic backgrounds;
- Communicate clearly and concisely, orally and in writing;
- Prepare accurate and grammatically correct written reports;
- Prepare oral and written reports and maintain records, logs, reports, and documents;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Acceptable Experience and Training

- High school diploma or GED equivalent is required and bachelors degree in social science, law enforcement, or a related field is preferred;
- Two (2) to three (3) years experience in operations of a detention center, including supervisory experience, is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho POST certification is required;
- Idaho drivers license is required;
- Instructor certifications required in First Aid and CPR.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and written and text documents;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, operate specialized security equipment, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, reflexes, and physical strength, with or without reasonable accommodation, which permits the employee to sit, stand, and walk for long periods of time, lift up to 50 pounds, and respond physically to restrain inmates, and work in a detention environment.