

BANNOCK COUNTY **CLASS SPECIFICATION**

JUVENILE ATTENDANT—SHIFT SUPERVISOR

Department: Juvenile Detention
FLSA Designation: Non-Exempt

Pay Grade: 7
Effective Date: 10/04, 2/08, 8/09

Purpose of Class

Supervises and performs general non-sworn officer duties in the County's juvenile detention facility; performs related work as required.

Primary Function

The principal function of an employee in this class is to supervise and perform officer duties to ensure the safety and security of the County juvenile detention center. Work is performed under the direction of the Juvenile Attendant Lead Supervisor. Supervision is exercised over the Juvenile Assistant positions. Some latitude is granted to the employee but work is subject to stringent state and County legal guidelines. 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 monitors the activities of the staff and inmates in the County juvenile detention facility during an assigned shift to ensure the safety and security of the facility;
- Supervises and monitors the activities of the staff and inmates to ensure standards, policies, and procedures are implemented and followed;
- 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;
- Coordinates facility activities with other County agencies, juvenile courts, and other juvenile probation and parole agencies;
- 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 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

- 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.

Ability to:

- 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;
- Supervise, train, and evaluate employees;
- 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;
- 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;
- 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 equivalency is required and bachelors degree is preferred; and
- One (1) to two (2) years experience in a detention facility is required;
- 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;
- First Aid and CPR certifications required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, on a two-way radio, and a telephone, and discern sounds against normal background noise requiring investigation or indicating an emergency situation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review a wide variety of written and electronic text materials, and discern behavior and activities requiring investigation or indicating an emergency situation;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports, utilize required specialized equipment, operate standard office equipment and a personal computer, 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, respond physically to restrain inmates, and work in a detention environment.