

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **JUVENILE ATTENDANT**

Department: Juvenile Detention  
FLSA Designation: Non-Exempt

Pay Grade: 6  
Effective Date: 10/04, 2/08, 8/09

### **Purpose of Class**

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

### **Primary Function**

The principal function of an employee in this class is to perform non-sworn officer duties to ensure the safety and security of the County juvenile detention center. Work is performed under the general direction of a Department supervisor. Some latitude is granted to the employee but work is subject to stringent state and County legal guidelines. A Juvenile Attendant position may be assigned to on-call and/or part-time status (less than 20 hours per week) where the employee may be required to fill a shift on short notice and on a 24-hour availability. 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)**

- Monitors the activities of the staff and inmates in the County juvenile detention facility to ensure the safety and security of the facility and to ensure standards, policies, and procedures are implemented and followed;
- Processes new inmates into the juvenile detention center, including ensuring charges and other documents are correct and complete, fingerprinting, photography, physical search, preparing documents and records, data entry, housing assignment, clothing issuance, and related booking duties;
- Coordinates inmate scheduling, including court and hearing appearances, evaluations, interviews, and related scheduling;
- Performs release duties, including checking court orders, records, and related paperwork to ensure proper disposition; may include installation of electronic monitoring equipment;
- Monitors and logs inmate incoming and outgoing mail, distributes mail to inmates;
- Maintains facility security by patrolling the secure areas within and around the juvenile detention center, following policies, procedures, and established timelines;
- Monitors inmate behavior in a variety of situations, including assigned housing, classroom, dining, recreation areas, and related secure areas;
- Monitors inmate activities in a variety of situations, including education and recreation; cleaning; mealtimes; showering; interactions with other inmates, teachers, officers, and counselors; contact visitation; and telephone calls;
- Performs census count to determine facility population and that inmates are accounted for;

- Performs perimeter security checks;
- Transports and escorts inmates to court hearings, legal proceedings, and other designated appearances;
- Picks up, transports, and assists in serving inmate meals;
- Supervises inmate hygiene, including showers, clean clothing, and laundry;
- Determines if inmates are ill or injured and obtains medical assistance when needed;
- Maintains logs, records, reports, and required documentation;
- 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;
- On call 24/7 to respond to fill a shift as required;
- 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;
- First Aid and CPR.

Ability to:

- Monitor inmates to ensure safety and security of the inmates, staff, and facility;
- Operate specialized detention equipment;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Maintain, interpret, and produce records, logs, documentation, and reports;
- Escort inmates to and from facilities, to and from court, and other appointments;
- 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, 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
- Some experience in a detention facility is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Idaho POST certification within one year of hire date is required;
- Idaho drivers license is required;
- First Aid and CPR certifications are 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.