

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Juvenile Corrections Supervisor**

<b>BAND:</b> <b>B</b>	<b>GRADE:</b> <b>2</b>	<b>SUBGRADE:</b> <b>6</b>	<b>CLASS CODE:</b> <b>J23-4526</b>
<b>DEPARTMENT:</b> Juvenile	<b>ACCOUNTABLE TO:</b> Manager	<b>JOB FAMILY:</b> Law Enforcement	<b>OVERTIME STATUS:</b> Non-Exempt
<b>JOB SUMMARY:</b>			
Incumbents are responsible for shift supervision of Detention Staff and physical admission and release of inmates to / from the Detention Facility.			
<b>DISTINGUISHING CHARACTERISTICS:</b>			
The Detention Supervisor classification is the highest level of a three-level detention classification series. The Detention Supervisor classification is distinguished from the Juvenile Corrections Officer I and II classifications by the assignment of shift supervision duties including assigning, reviewing, and scheduling work of the lower lever classifications.			
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>BAND/ GRADE</b>
1.	Supervises staff to include: assigning, reviewing and monitoring work; ensuring training; resolving conflicts; reviewing and approving use of time ; preparing weekly staff schedules; and conducting performance evaluations; reviews disciplinary actions with the Detention Manager.	B2	
2.	Maintains high level of safety and security and makes decisions regarding security measures by reading logs and incident reports.	B2	
3.	Reviews and verifies court orders and documents regarding conditions of confinement and release by determining legal criteria to accept a juvenile into detention.	B2	
4.	Coordinates activities with other professional agencies by determining whom to contact and for what purpose.	B2	
5.	Modifies policies and procedures as requested by the Detention Manager and develops the detention program by designing new forms and analyzing tasks for efficiency.	B2	
6.	Communicates with juveniles, parents, professionals and staff.	A1	
7.	Maintains a clean work environment by ensuring areas are kept clean.	A1	
8.	Maintains inventory levels by checking inventory and restocking supplies. (creates requisitions for supplies)	A1	
9.	Performs other duties as required.		

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### **Knowledge of:** (position requirements at entry):

Knowledge of:

- Supervisory principles and practices.
- Safety procedures.
- Self defense practices.
- Criminal justice system rules and regulations; and
- Juvenile behavior theories

### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating staff;
- Scheduling work.
- Using a personal computer and related software applications;
- Preparing reports.
- Driving safely when transporting juveniles.
- Performing pat downs and strip searches;
- Using telephones, cameras and two-way radios;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

### **Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and three or more years of detention/ correctional / supervisory experience; or an equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job.

### **Licensing Requirements** (position requirements at entry):

#### **Required:**

- Completion of Washington State Juvenile Corrections Personnel Academy at appointment
- Must Be at least 21 years of age;
- Valid WA State Driver's license at time of employment.
- Be determined suitable for the position based on the results of a background security check, fingerprinting, physical agility test, polygraph examination and disclosure pursuant to RCW 43.43.830 and 43.43.834.
- Tuberculosis testing and Washington State Food Handler's Permit required at time of employment. Washington State Basic First Aid training course with CPR required within 2 months of employment.
- Must be able to work various shifts in a 24 hour locked down facility, including weekends and holidays
- Any combination of work experience, volunteer work, education or family rearing which demonstrates the necessary knowledge, skills and abilities to perform the job.

#### **Preferred:**

- Ability to converse in Spanish as spoken in the geographical area

### **Working Conditions:** Position may have the potential exposure to the following:

Environment: Excessive noise exposure to weather pathogen exposure travel exposure to hostile/angry individuals work outside of standard business hours and locked down facility. Note: Work is performed primarily in the juvenile detention facility which is in operation 24 hours per day 7 days per week. Officers may come into contact with contagious diseases.

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Physical Demands: bending carrying handling lifting reaching sitting standing walking fingering balancing climbing crawling crouching kneeling hearing smelling talking visual acuity. NOTE: Must have sufficient strength and flexibility to physically control a juvenile detainee in a volatile possibly dangerous situation. Adequate vision is required to observe detained individuals and assess security situation. Ability to hear at a level required to monitor resident safety and activity. Speaking hearing seeing standing for long periods of time. Exposure to physical hazards may occur while supervising high-risk juvenile offenders. Physical exertion may be required and one's authority may be challenged in maintaining the control cooperation and safety of detained juveniles.

Intellectual Demands: ability to multitask confidentiality ability to work under pressure ability to articulate and communicate in conversations ability to follow written and verbal instruction. Note: Must have the ability to maintain a professional demeanor in stressful situations;

Medium Work: Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift carry push pull or otherwise move objects including the human body.

### **Classification History:**

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