

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Juvenile Corrections Officer I**

<b>BAND:</b> <b>B</b>	<b>GRADE:</b> <b>2</b>	<b>SUBGRADE:</b> <b>2</b>	<b>CLASS CODE:</b> <b>J23-4522</b>
<b>DEPARTMENT:</b> Juvenile	<b>ACCOUNTABLE TO:</b> Detention Supervisor	<b>JOB FAMILY:</b> Law Enforcement	<b>OVERTIME STATUS:</b> Non-Exempt
<b>JOB SUMMARY:</b> Incumbents are responsible for monitoring the safety and well being of juvenile detainees in the care and custody of the County.			
<b>DISTINGUISHING CHARACTERISTICS:</b> The Juvenile Corrections Officer I classification is the first level of a three-level detention classification series. The Juvenile Corrections Officer I classification is distinguished from the Juvenile Corrections Officer II classification which is responsible for shift supervision duties including assigning, reviewing, and scheduling work of Juvenile Corrections Officers I and supervises shifts as needed in absence of Detention Supervisor.			
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>BAND/ GRADE</b>	
1.	Instructs juveniles in detention area rules, discipline, and safety and enforces compliance.	B2	
2.	Performs observations of juvenile detainees and documents their location in logbook.	B2	
3.	Verifies juvenile detainee population count and records information; updates court order information into the computer and checks for warrants.	A1	
4.	Instructs juveniles on life skills, daily living habits, assignments, and facility cleanliness by use of training module; prepares cleaning schedule.	B2	
5.	Controls the movement of juvenile detainees by working the control panel and cameras; tracks movements of juveniles and determines when to open doors and gates. Monitors activities inside and outside of the facility.	A1	
6.	Assists with problem juveniles by determining how much force to use and when to use force in emergency or confrontational situations.	B2	
7.	Performs inventory checks of supplies; marks supplies for use and determining if supplies need to be restocked.	A1	
8.	Books juveniles into the detention facility by filling out paperwork, conducting pat downs and strip searches, reading rights, and contacting parents and State agencies.	A1	
9.	Transports ill or injured juveniles to medical facilities.	A1	
10.	Performs other duties as required.		

## CLASS TITLE: Juvenile Corrections Officer I

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

Knowledge of:

- Knowledge of group dynamics;
- Youth safety procedures; security and proper use of physical force;
- Discipline techniques;
- Legal rights of youth;
- Child development;
- Cleaning products and equipment to maintain a clean and odorless facility with basic health and safety precautions.

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

Skill in:

- Ability to work and communicate with individuals and groups of youths;
- Cope with emergency situations in an institutional setting;
- Understand and follow oral and written instructions;
- Work with public, staff and youth in situations of high stress;
- Observe and record the behavior of detained juveniles;
- Ability to read, write and converse fluently in English is required
- Using a personal computer and related software applications;
- Preparing reports;
- Driving safely when transporting juveniles;
- Performing personal searches such as 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).

### **Licensing Requirements** (position requirements at entry and upon appointment):

#### **Required:**

- 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
- Successful completion of criminal background investigation and general employment verification
- Successful completion of the Criminal Justice Training Commission (CJTC) academy within 6 months of appointment.

#### **Preferred:**

- Ability to converse in Spanish as spoken in the geographical area
- Experience working in Detention or Corrections, or Education in related field is preferred, but not

## CLASS TITLE: Juvenile Corrections Officer I

required.

**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.

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:**

Draft prepared by Fox Lawson and Associates LLC

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