



## CLASS SPECIFICATION

Class Code: 60013750  
Date Established: 04/2002  
Last Reviewed: 01/2024  
Last Revised: 01/2024  
Last Title Change: 06/2017  
FLSA: non-exempt  
Probation: 12 months

### JUVENILE DETENTION SPECIALIST I

#### **DEFINITION**

Under close supervision, is responsible for the direct observation, supervision, guidance, and general custodial care of juveniles in residence in a secure detention facility; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in behavioral sciences, criminal justice, human services, social work or closely related field; OR 500 hours of on-call services as a Juvenile Detention Specialist (intermittent); OR an equivalent combination of training and experience.

Must be at least 21 years of age at the time of application.

#### **LICENSE OR CERTIFICATE**

A valid Class C driver's license is required at the time of appointment and must be maintained for continued employment.

A CPR/First Aid and Blood Borne Pathogens certificate is required at the time of appointment and must be maintained for continued employment in this classification.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry level in the Juvenile Detention Specialist classification series. Incumbents work under close supervision, perform basic assignments, and receive continuous training. Incumbents are expected to advance to the Juvenile Detention Specialist II class after successful completion of two years of supervised work and achieving proficiency that meets the requirements for Juvenile Detention Specialist II, and upon recommendation of the appointing authority.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Responsible for the care, security, reporting, observation, supervision, and guidance of juveniles in residence.

Maintain security, prevent escapes, and ensure enforcement of policies and procedures; resolve problems and differences among the juveniles.

Assist and instruct residents with daily living skills, including personal hygiene and maintenance of living areas.

Record observations of youth and report relevant information to appropriate staff.

Actively participate in program planning, development, and teaching of special interest programs.

Complete paperwork on shift including documentation in case management system, incident reports, probable cause reports, intakes, and all other required documentation in a timely manner. This could also include police reports and referrals to social service agencies.

Adhere to OSHA and MSDS standards.

Receive training and guidance to supervise juveniles with mental health issues including acute suicidal actions, severe depression, and psychosis; make appropriate referrals to mental health professionals for further evaluation.

Use defensive tactics training to prevent youth from harming themselves or others.

Transport juveniles to and from the facility as needed.

Attend staff meetings; participate in training programs.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Full Performance (These may be acquired on the job and are needed to perform the work assigned.)**

#### **Knowledge of:**

County, departmental, and divisional policies, practices, and procedures relevant to area of assignment.

Laws, rules, and regulations related to area of assignment.

State and local laws relating to juvenile justice, child welfare, and the court system.

Counseling skills and accepted practices for the guidance and rehabilitation of juveniles.

Intervention strategies to help provide the most appropriate assistance to youth.

Principles and practices of safety and security.

Computer software specific to the department.

#### **Ability to:**

Interpret and apply policies and procedures.

Perform multiple functions in periods of intense activity, requiring a quick response and the application of appropriate procedures.

Perform crisis intervention and handle difficult situations and clients.

Apply interviewing and investigative techniques effectively.

Apply counseling methods and practices effectively.

Apply de-escalation techniques effectively.

Review information, identify problems and arrive at a logical conclusion.

Write departmental and court reports.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

#### **Knowledge of:**

Principles of individual and group behavior.

Child and adolescent development.

**Ability to:**

Exercise sound judgment and make appropriate decisions in emergency and non-emergency situations, often with limited information.

Observe and record events accurately and concisely including proficient writing skills enabling the preparation of quality reports.

Supervise juveniles.

Comprehend and follow oral and written directions.

Effectively manage emergency and/or stressful situations and interact with hostile clients in a calm, professional manner.

Effectively communicate and work with individuals from diverse socioeconomic, ethnic, and cultural backgrounds.

Maintain confidential information in accordance with legal standards and/or County regulations.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to stand, walk, run, and lift while supervising and observing youths. Strength and dexterity of a degree to be able to restrain a youth if necessary. Sufficient sensory acuity to be able to detect smoke/fire or contraband being used or carried by detained youth. Sufficient vision to be able to observe youths in programs and/or detention activities and hearing skills for purpose of monitoring and communicating with juveniles, other department staff and the public.

Successful completion of Defensive Tactics annually is required for continued employment in this classification.

Successful completion of Department approved and mandated training is required for continued employment in this classification.

Will work outside traditional business hours to include evenings, weekends, and holidays and requires flexible work schedules. Mandated work schedules may be required.

Must submit to a TB test at own expense upon offer of employment.

Employment is contingent upon the successful completion of a background investigation.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*