



# Juvenile Correctional Officer I

Salary Group: A10

Class Code: 4520

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
JUVENILE CORRECTIONAL OFFICER I	4520	A10	\$24,910 - \$36,571
JUVENILE CORRECTIONAL OFFICER II	4521	A12	\$27,840 - \$43,798
JUVENILE CORRECTIONAL OFFICER III	4522	A14	\$31,144 - \$49,134
JUVENILE CORRECTIONAL OFFICER IV	4523	A15	\$32,976 - \$52,045
JUVENILE CORRECTIONAL OFFICER V	4524	A17	\$36,976 - \$58,399

## GENERAL DESCRIPTION

Performs entry-level work providing direct care to juveniles in a correctional residential facility. Work involves providing for the safety, personal conduct, care, and rehabilitation of juveniles. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Participates in the care and custody of juveniles in adherence with correctional laws, rules, regulations, and established procedures.

Monitors juvenile activities, programs, and behaviors on an individual and group basis.

Counsels juveniles, offering advice and guidance.

Documents and notifies appropriate authorities concerning the abnormal behaviors of juveniles.

Investigates incidents and prepares reports.

Ensures that juveniles in custody are present or accounted for, and reports escapes.

Performs searches for contraband and performs searches of juveniles.

Maintain records and files.

May assist with implementing group and individual treatment plans.

May assist in conducting inspections for health and safety hazards and facility cleanliness.

May transport juveniles as appropriate.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in juvenile guidance work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of safety and security procedures and practices, of counseling and guidance techniques, and of facility rules and regulations.

Ability to maintain order and discipline, to respond quickly to emergencies, to plan and implement juvenile programs, and to communicate effectively.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require a valid driver's license.