



# Juvenile Correctional Officer

| CLASS TITLE                       | CLASS CODE | SALARY GROUP | SALARY RANGE        |
|-----------------------------------|------------|--------------|---------------------|
| JUVENILE CORRECTIONAL OFFICER I   | 4520       | A11          | \$29,332 - \$44,355 |
| JUVENILE CORRECTIONAL OFFICER II  | 4521       | A13          | \$32,439 - \$49,388 |
| JUVENILE CORRECTIONAL OFFICER III | 4522       | A15          | \$35,976 - \$55,045 |
| JUVENILE CORRECTIONAL OFFICER IV  | 4523       | A16          | \$37,918 - \$58,130 |
| JUVENILE CORRECTIONAL OFFICER V   | 4524       | A18          | \$42,521 - \$67,671 |

## GENERAL DESCRIPTION

Performs support work providing direct care to juveniles in a correctional residential facility involving providing for their safety, personal conduct, care, and rehabilitation.

## 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 searches of juveniles.

Maintains records and files.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between the levels include the degree of independence in performing the work, the scope of responsibility, and the employee's related experience,*

*education, and certifications. Other factors may include the type of facility; assigned area within the facility; and the assigned population.*

**JUVENILE CORRECTIONAL OFFICER I:** 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.

**JUVENILE CORRECTIONAL OFFICER II:** Performs routine (journey-level) work providing direct care to juveniles in a correctional residential facility. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may fully perform a variety of routine tasks but may often rely on direction from others to solve problems that are not standard. Employees may also assist other staff in performing work of greater complexity and may transport juveniles as appropriate.

**JUVENILE CORRECTIONAL OFFICER III:** Performs moderately complex (journey-level) work providing direct care to juveniles in a correctional residential facility. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may work more independently than the previous levels and may routinely assist other staff in performing work of greater complexity. Employees may:

- Implement group and individual treatment plans.
- Conduct inspections for health and safety hazards and facility cleanliness.

**JUVENILE CORRECTIONAL OFFICER IV:** Performs complex (journey-level) work providing direct care to juveniles in a correctional residential facility. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**JUVENILE CORRECTIONAL OFFICER V:** Performs highly complex (senior-level) work overseeing correctional staff who provide direct care to juveniles in a correctional residential facility. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may serve in a lead or supervisory role, may perform the full range of work identified in the levels preceding their own, and/or may oversee, coordinate, plan, or assign that work for others, and may:

- Ensure that work shifts are adequately staffed.
- Instruct and train correctional staff on agency procedures.
- Complete and approve time sheets and leave requests.

## 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**

### **For all levels**

- Knowledge of safety and security procedures and practices, counseling and guidance techniques, and 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.

### **Additional for Juvenile Correctional Officer V**

- Ability to supervise the work of others.

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

May require a valid driver's license.