



Juvenile Correctional Officer Supervisor

Salary Group: B19

Class Code: 4525

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
JUVENILE CORRECTIONAL OFFICER SUPERVISOR	4525	B19	\$42,244 - \$68,960

GENERAL DESCRIPTION

Performs advanced (senior-level) work overseeing correctional staff who provide direct care to juveniles. Work involves overseeing the daily operations of a juvenile residential facility, counseling juveniles, and supervising and conducting juvenile programs. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

Oversees investigations of incidents and submits reports.

Oversees searches for contraband and oversees searches of juveniles.

Oversees inspections for health and safety hazards and facility cleanliness.

Counsels juveniles, offering advice and guidance.

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

Ensures that work shifts are adequately staffed.

Transports juveniles as appropriate.

Conducts and ensures the proper training of correctional staff and monitors the completion of on-the-job training of correctional staff.

Completes and approves time sheets and leave requests.

Administers the employee progressive discipline program.

Prepares and submits data for departmental budgeting.

Supervises the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience working with juveniles, including youth who are emotionally and behaviorally at risk; with youth guidance programs; or with adult or juvenile correctional, mental health, or detention programs. 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 oversee juvenile programs; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require a valid driver's license.