

**GILA COUNTY PROBATION DEPARTMENT
JOB ANNOUNCEMENT**

1100 E. MONROE STREET, GLOBE, AZ 85501
714 S. BEELINE HIGHWAY, SUITE 104, PAYSON, AZ 85541

POSITION POSTED: AUGUST 3, 2010

DEPARTMENT: **PROBATION** POSITION: **JUVENILE DETENTION SHIFT SUPERVISOR**
LOCATION: **GLOBE** JOB CODE: **2010-002**
CLOSING DATE: **AUGUST 20, 2010** ANNUAL SALARY: **\$37,211-\$39,104 DOE**

NATURE OF WORK:

Supervises daily activities and staff on an assigned shift; maintains a safe and secure environment for juvenile detainees in overseeing custody, care, educational, and medical services.

DUTIES AND RESPONSIBILITIES:

- Supervises daily activities of Juvenile Detention Officers on assigned shift; prioritizes and assigns tasks and projects; disciplines, trains and evaluates Officers' performance.
- Briefs Officers on special assignments; assures Detention Officers are ready and prepared for duty.
- Monitors conduct of detention officers; evaluates officer safety, monitors paperwork, communicates post orders and advisories, and assures compliance with department rules, policy and procedures.
- Reads Court instructions on detainee's special orders and assures orders are followed; assures compliance in meeting Court dates and other required appointments.
- Monitors detainees, activities and facility environment; assures the health, safety and well-being of detainees; observes and documents detainee behavior; observes and documents behavioral traits or changes in behavior; counsels detainees on proper attitude and behavior in the facility.
- Patrols facility to inspect functions and assure effective security; checks security posts.
- Supervises the safety and security of the juvenile detainees, visitors and detention facilities; promotes acceptable attitude, and monitors behavior of detainees; provides care, custody and control of detainees according to policies, procedures and regulations.
- Oversees the maintenance of records, log books, evaluation forms, and other required documentation; coordinates detainee visitations with family, attorney, clergy, probation officers and counselors; passes information on detainees to other Detention Facility staff.
- Provides supervision of activities and maintains discipline; resolves problems and differences among the juvenile residents; collects and tests body fluid samples.
- Assesses situations for potential volatility and takes appropriate action in accordance with departmental policies; accounts for keys and equipment during assigned shifts.
- Performs constant inspections of all detainees and detention facility areas; assures all areas of the facility are safe, secure, sanitary and free of contraband.
- Updates and maintains a variety of files, records, event logs, charts and other documents; maintains appropriate records and prepares reports as required.
- May perform Detention Officer duties as needed.

WORKING ENVIRONMENT:

Work is performed in a Juvenile Detention Facility which may involve intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work occasionally involves exposure to potentially hazardous situations; may be required to physically subdue hostile individuals; and must be able to work during weekdays, weekends, and holidays on any assigned shift.

Job Title: Juvenile Detention Shift Supervisor

EMPLOYMENT STANDARDS:

High School diploma or G.E.D and three (3) year's experience managing detainees in a juvenile detention facility; or equivalent combination of education and experience; must be a U.S. citizen and have no felony convictions; applicants must have an unrestricted Arizona driver's license upon appointment and must be a US citizen and 21 years of age; must successfully complete a background check as well as medical, polygraph, psychological, written and oral examinations prior to being appointed; must maintain a level of physical fitness to meet Department standards. Arizona Committee on Judicial Education and Training (COJET) accreditation is required.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Department policies and procedures; laws, regulations, policies and procedures related to juvenile detainees and correctional facilities; State and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations related to juvenile detainees, and Arizona standards pertaining to juvenile detention facilities; use-of-force rules; processes, standards and protocols for booking and releasing detainees; behavior patterns of incarcerated juveniles; techniques of detainee control and defensive tactics; discipline protocols, and grievance procedures; first aid and CPR.

Ability to: Assign, supervise and evaluate the work of others; communicate with detainees, mediate difficult situations, and use effective custody and control procedures; escort prisoners to and from outside jail facilities, to and from court and other appointments; operate a personal computer and specialized software applications.

Skills in: Interpreting Court orders, laws and regulations; making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; remaining alert at all times and reacting quickly and calmly in emergency situations; effectively dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment; writing and completing accurate reports and observations; operating specialized keys, locks and restraint equipment; interacting with people of different social, economic, and ethnic backgrounds.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.