GILA COUNTY PROBATION DEPARTMENT
JOB ANNOUNCEMENT

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

POSITION POSTED: **June 9, 2015**

DEPARTMENT: **PROBATION** POSITION: **JUVENILE DETENTION SHIFT SUPERVISOR**

LOCATION: **GLOBE** JOB CODE: **2015-003**

CLOSING DATE: **JUNE 26, 2015** STARTING SALARY: **$38,336, ANNUALLY**

PURPOSE OF THE JOB

The purpose of this position is to ensure the juvenile detention facility is operating properly and in accordance with policies and procedures as well as provide care, custody, and control of detainees and maintain a safe, secure environment for detainees, visitors, and staff in accordance with policies, procedures, and regulations. This position ensures compliance with policies and procedures as well as with court orders throughout the facility.

This position supervises detainees and staff, performs detention officer duties, and trains new employees. The position maintains discipline and resolves interpersonal problems.

SUPERVISORY RESPONSIBILITIES

Assigns work to other employees and supervises related activities.

Provides recommendations on scheduling work hours of employees; evaluating performance of employees; training; granting time off; and employee coaching.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Manages custody, care, education and medical services; supervises the daily activities and staff of the detention center. Maintains awareness of management changes and orders. Manages staff schedules and absence coverage. Maintains facility documentation, records, and evaluations; updates and maintains files, logs, charts, reports, and other documents. Maintains discipline and resolves problems among juveniles and/or staff.	40%
• Ensures that staff is following Policy and Procedures. Supervises all activities and scheduling of staff and juveniles; patrols, inspects, and assesses potentially volatile situations. Reads court instructions and ensures compliance with court dates and other requirements for juveniles. Ensures compliance with state standards and policies, including regulations.	30%
• Delivers training programs for staff and outside agencies to ensure proper interaction with detainees and completion of duties; coaches staff as necessary. Performs detention officer duties. Arranges for and provides transportation for juveniles' court transports and medical, mental health and counseling appointments. Collects and tests body fluid samples.	30%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position has no responsibility over any projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues; explains County procedures; responds to public inquiries; participates in meetings and gives presentations.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents; internal memos, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the pulbic may occur as part of the work location.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years' experience in managing detainees in a juvenile detention facility.

PROFESSIONAL CREDENTIALS REQUIRED

Arizona Detention Academy

KNOWLEDGE REQUIRED

Department policies and procedures; laws, regulations, policies and procedures related to juvenile detainees and correctional facilities; use-of-force rules; processes, standards and protocols for booking and releasing detainees; behavior patterns of incarcerated juveniles; techniques of detainee control; discipline protocols, and grievance procedures; first aid and CPR.

SKILLS REQUIRED

Active learning, active listening, communicating diplomatically, problem recognition, problem solving, multi-tasking.

ABILITIES REQUIRED

Read and write minimum high school level, solve problems sensibly and swiftly, maintain mental response and quickness, speak clearly and sensibly, maintain calm demeanor in stressful situation and follow orders.

PHYSICAL DEMANDS

- Regularly requires physical ability to subdue hostile individuals.
- Occasionally stands to attend to customers; and routinely stands to attend to reported incidents.
- Occasionally sits to operate computers, operate special equipment, perform watchmen duties.
- Regularly lifts under 10 lbs., occasionally lifts over 75 lbs. of work related materials, equipment, tools, and/or gears.
- Requires dexterity for peacekeeping tools, dexterity for keyboard operation.
- Incumbents in this position may be required to routinely bend, stoop, kneel and twist.

WORK ENVIRONMENT

Work is performed in a detention facility; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work occasionally involves personal danger, and potential exposure to hazardous, uncontrollable and life threatening situations; requires physical ability to subdue hostile individuals; and must be able to work in uniform during weekdays, weekends, and holidays on any assigned shift.

SAFETY RISK EXPOSURE

Incumbents in this position are generally exposed to occasional telephone verbal abuse by customers or citizens. Incumbents may become exposed to occasional physical danger, chemical hazards, blood borne pathogens, communicable diseases and fire hazards.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. May be required to constantly use safety equipment, and compliance devices.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding and loss of an organization's credibility.

SPECIFIC EMPLOYMENT CONDITIONS

Incumbents in this position must have an unrestricted Arizona driver's license upon appointment and must be a US citizen.

Prior to employment, incumbents must successfully complete a background check, written and oral examinations prior to being appointed.

Must pass certification requirements for Detention Officers, such as basic course presented by the Arizona Detention Academy.

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.