

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Juvenile Supervision Officer/Female (Part-time)
Department: Juvenile Probation
Reports To: Detention Superintendent
Salary: \$13.0243/hour
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Provides on-going supervision and conducts regular hourly checks of same sex juveniles; observes behavior in order to detect security, safety, emotional and/or medical problems; reports any problems observed; counsels with juveniles as appropriate; conducts intake for same sex juveniles admitted to detention; issues clothing, linens, hygiene supplies, prescription medication; prepares juveniles for court, hearings, other appointments; checks out detainees when released; implements and oversees academic and recreational programs; intervenes to break up altercations, restrain out-of-control juveniles; conducts pat searches of same sex juveniles, does room checks, etc.; screens control room calls, etc. as assigned; helps maintains safety and security of facility, overall cleanliness of physical building; reports any security, mechanical and maintenance problems that are observed; ensures delinquent and status areas are kept clean; does laundry; assists with food preparation when required; serves meals and snacks; collects and counts utensils; attends daily shift change meetings to receive instructions and exchange information regarding current conditions; completes required paperwork at end of each shift, including daily confinement and check lists, behavior reports, incident reports. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED: Personal computer/mainframe computer terminal; other general office equipment as needed; security systems (including locks, fire alarm/sprinkler, camera surveillance).

JOB REQUIREMENTS

Education & Experience: 1 to 2 years of college courses toward completion of a degree in behavioral sciences, sociology, criminal justice or related field; Bachelor's Degree preferred; 6 months to 1 year of on-the-job training and/or previous related experience preferred.

Knowledge, Skills & Abilities: Effective verbal and written communications skills; computer skills; working knowledge of security systems, housekeeping and building maintenance; strong interpersonal skills in order to interact and cooperate with co-workers and deal effectively with juvenile offenders, law enforcement agencies, and the general public; leadership ability; problem solving skills.

Specialized Requirements: **Must be 21 years of age or older;** must be able to obtain CPR Certification within 6 months of employment; able to obtain health certificate for preparation and serving of food upon request.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; prioritizing; attention to detail; working as part of a group; flexibility in order to perform a variety of duties; performing routine, repetitive duties; working in a stressful environment; dealing with juvenile criminal offenders, including emergency detention situations; assisting with food preparation.

WORKING CONDITIONS: Work is performed in all areas of Detention Center facility; office duties are performed in a climate controlled open environment which is shared with several other employees; **must be available to work any and all shifts (7:00 a.m. - 3:00 p.m., 3:00 p.m. - 11:00 p.m., 11:00 p.m. - 7:00 a.m.) including weekends and holidays;** overtime when necessary.

PHYSICAL REQUIREMENTS: Duties require frequent walking, reaching, lifting, carrying, climbing, housekeeping duties, etc.; job duties also include restraining out-of-control youth, dealing with emergency situations (medical emergencies, riot, fire, etc.), assisting with security, maintenance, etc., as required; appropriate precautions must be observed.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.