

## **Job Advertisement – Juvenile Supervision Officer I (Part-Time)**

**Position Title:** Juvenile Supervision Officer I/Part-Time  
**Grade/Step:** JP26/Step 1  
**Reports to:** Assistant Director, Director, Detention Superintendent, Shift Supervisor  
**FLSA type:** Non-Exempt

### **General Summary:**

- Juvenile Supervision Officers are accountable for the direct supervision, safety and security of juveniles detained in the Facility. Provide a safe and therapeutic environment for youth temporarily detained awaiting court hearings. Provide a safe and secure environment within the secure area of the department, which include: conducting searches, administering medication, operating radios, telephones, computers, printers, copy machine, handcuffs and leg restraints.

### **Essential Job Functions:**

- Supervise youth age 10 – 16 years of age, temporarily detained awaiting court hearings and residents in Secure Residential Program;
- Provide a safe and secure environment within the secure area of the department, which include: conducting searches, administering medication, operating radios, telephones, computers, printers, copy machine, handcuffs and leg restraints;
- Monitor all activities to ensure that the safety of the youth and security of the Facility is maintained;
- Coordinate and supervise building clean up to constantly maintain building cleanliness;
- Required to arrange, monitor, and supervise group activities;
- Provide and coordinate effective corrective action and counseling in emergency situations;
- Possess the ability to write accurate behavioral notes, incident reports, and disciplinary plans on supervision youth within the Facility;
- Any other duties as assigned by Supervisor, Assistant Director or Director;
- Provide screening of all visitors;
- Provide effective communication with fellow staff members;
- Regular attendance is required.

### **Additional Responsibilities**

- Be able to serve as a Coordinator as designated by the Supervisor, Assistant Director or Director.
- Required to be On-Call rotation.
- Any assignments assigned by the supervisor within the scope of the department.
- Be willing to work Shift Work.
- Holiday and weekend work.

## **General Qualification Guidelines:**

### **Experience, Education and General Qualifications**

A High School diploma or its equivalent or College Degree; must be 21 years of age or older, successfully pass physical, urinalysis and through background investigation, under Texas Administrative Code, Title 37 Public Safety and Corrections Part XI, Texas Juvenile Justice Department Chapter 343, Section 3: An incumbent to comply with State Standards and be of good moral character. Must be able to pass Handle with Care Restraint and CPR/First Aid Training, able to pass Texas Juvenile Justice Department, Juvenile Supervision Officer Competency Exam.

### **Knowledge, Skills and Abilities**

- Be willing to obtain additional training, skills, experience and certifications as the Texas Juvenile Justice Department prescribes.
- Possess the ability to write accurate behavioral notes, incident reports, and discipline plans on supervision youth within the Facility.
- Be physically able to handle contingencies that arise in a detention setting.
- Experience in Juvenile Detention work a plus.

### **Registration, Certification or Licensure**

- Must possess a valid Driver's License

### **Physical Requirements**

- Standing, Sitting, Stooping, Walking, Carrying, Kneeling, Bending, Vision, Hearing, Talking, Reaching, Lifting, Pushing, Read, Write, and Drive

### **Special Conditions**

- Ability to communicate and work with Department staff, Supervisor's, Elected Officials, Law Enforcement, Public, Families, Residents and other County Officials.
- Reading, writing, spelling and math skills.
- Ability to follow instructions and use own initiative in scheduling own work load.
- Maybe subject to early/late hours, shift work, double/split shifts.
- Maybe required to travel for training purposes.

### **Working Conditions**

- Environmental Factors – Use of cleaning chemicals, maybe subject to unpleasant odors, bodily fluids and or hazardous materials.

**NOTE:** This job description covers the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.

This position is in compliance with TAC Standard 343.432(a) Gender Supervision Requirement, which falls under the Bona Fide Occupational Qualification (BFOQ) provision.

Van Zandt County Juvenile Probation Department  
323 East Garland  
Grand Saline, Texas 75140

Tele: 903.962.6292  
Fax: 903.962.6413