



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Juvenile Detention Officer III - Discretionary Transfers	Job Code:	5003800	Job Grade:	CC
Reports To:	Shift Manager/Supervisor at Juvenile and Sergeant and/or Lieutenant at the Sheriff's Department	Pos. No:	TBD	FLSA Code:	N
Department:	Juvenile (working jointly with the Sheriff Department)	Loc. Code:	5452505	SIC Code:	9223
				WC Code:	8810
Division:	Institutional Services	CS Code:	C-JD	EEO Code:	B11

Summary of Functions: Primarily responsible for the supervision of juveniles certified as adults and pending trial who will be housed in the Juvenile Detention Facilities pursuant to further orders of the court or in some instances a certified juvenile may be transferred to an Adult Detention facility by order of the court.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Provides direct day-to-day supervision to juveniles in a 24-hour detention/jail facility in manner that ensures the health, safety and welfare of each youth.	30	E
2. Provides intervention techniques to all juveniles to promote and increase personal awareness of responsibilities and alternatives.	15	E
3. Provides critical sound judgment and decisions during crisis or potentially dangerous situations, conducts crisis intervention, and notifies the supervisor of concerns.	15	E
4. Disciplines juveniles by enforcing the rules of the facility/jail, monitors behavior and other specific information and forwards to appropriate personnel. Accurately documents juveniles' behavior and activities in observation logs and incident reports.	15	E
5. Enters data into AIS—adult system as well as coordinating hearings in the adult court, communicates with clerks of the courts, and possibly District Attorney and Public Defenders.	05	E
6. Serves as back-up to staff and assumes all duties as necessary, i.e., administering medications, transporting youths to appointments, processing intake assessments or discharges, and disciplining youths. Must be physically able to perform “handling with care techniques, including takedowns, chasing and restraining youth” as outlined in the Texas Juvenile Justice Department (TJJD) requirement.	05	E

7. May transports juveniles to and from appointments.	05	N
8. Conducts routine inspections, rounds and drills, which include room checks and pat down searches of juveniles.	05	N
9. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to an Associate’s degree from an accredited college or university in Criminology, Corrections, Counseling, Law, Social Work, Psychology, Sociology, Cultural Anthropology, Business Management, Public Administration, or in a job related field of study. Two (2) years of work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate both orally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must be certified as a JSO within 180 days of hire date. Must have current Red Cross First Aid/CPR certification or obtain within 90 days of hire. Must maintain 40 hours of training yearly. Proficiency in using word processing, spreadsheet and database software. Must be certified as required by applicable standards of the facility/department assigned. Must possess a valid Texas driver’s license, with a good driving record. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. The employee will also be subject to shift changes based on the needs of the facility.

- *“Position requires working with juveniles who may have committed dangerous/ aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”*
- An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.
- Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).
- The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.
- Must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.

Physical/Environmental Requirements:

Works inside a secured facility with potential exposure to hepatitis, tuberculosis, lice and other diseases. Ability to appropriately apply approved physical restraint technique. May be required to utilize vehicle to transport youths.

“Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”

Hay Points/Point Factor:

KH: DI3 152 pts, PS: C2 (22%) 38 pts, AC: C1C 43 pts, TTL: 233 pts, KH/PS/AC: 68-15-17, Profile: +1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 10/15/12; 10/19/2016

Approved by Civil Service Commission on

Date 10/15/12; 01/15/14

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.