



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Juvenile Residential Officer I	<b>Job Code:</b>	502090	<b>Job Grade:</b>	AA
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Juvenile	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9223
				<b>WC Code:</b>	7720
<b>Division:</b>	Emergency Shelter, Youth Village & Letot	<b>CS Code:*</b>	A, B, C or D	<b>EEO Code:</b>	B11

*\*The Code depends on the Department where the position is located and/or funded by in accordance with 86-1 of Dallas County Code.*

**Summary of Functions:** Functions as an entry level juvenile residential officer providing direct supervision to youths in a 24-hour residential facility.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Provides day-to-day direct supervision to youths in a detention facility in a manner that ensures the health, safety and welfare of each youth is in compliance with departmental policies and procedures and all applicable standards.	20	E
2. Provides individual and group counseling to all youths to promote and increase the personal awareness of responsibilities and alternatives.	20	E
3. Makes critical and sound judgements and decisions during crisis or potentially dangerous situations, only in the absence of the supervisor; informs supervisor of problems or situations encountered and actions taken; and documents actions.	15	E
4. Disciplines youths by enforcing the rules of the facility, documents behavior and other specific information and forwards to appropriate personnel.	15	E
5. 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.	10	E
6. Conducts inspections, rounds and drills which includes room checks and physical searches of youths.	05	N
7. Transports youths to and from appointments.	05	N
8. Coordinates and provides daily educational and entertaining programs and	05	N

activities.

9. Performs other duties as assigned.

05

N

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited high school/GED program. Three (3) years of work related experience or forty- five (45) hours from an accredited college or university in a job related field of study or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must obtain First Aid/CPR Certification within 90 days of hire. Must be certified as required by applicable standards for the facility/department assigned within six months of employment. 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.

- *“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 be at least 21 years of age (for applicable positions) and 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 restrain and/or chase youths. May be required to utilize vehicle to transport youths.

Hay Points/Point Factor:

KH: CI2 132 pts, PS: C2 (22%) 29 pts, AC: C1C 38 pts, TTL: 199 pts, KH/PS/AC: 66-15-19, Profile: +2

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 03/05; 12/06;  
10/19/2016

Approved by Civil Service Commission on

Date 04/18/05,  
2/19/07;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.