

OPEN



JUVENILE CORRECTIONS OFFICER

Posting No. 13-085

(revised 10/4/13)

**SPOKANE
COUNTY
HUMAN
RESOURCES
DEPARTMENT**

EMPLOYMENT OPPORTUNITY

OPENING DATE: August 12, 2013
(re-opened September 25, 2013)

CLOSING DATE: **October 11, 2013, 4:30 p.m.**

FLSA STATUS: Non-Exempt

SALARY RANGE: \$17.11- \$23.09/hour

(\$2,967- \$4,003/month)

DEPARTMENT: **Juvenile Court Services**

WHO MAY APPLY (OPEN)

This recruitment is open to all applicants meeting the minimum requirements.

NOTE: This job posting is being re-opened to expand the existing applicant pool. If you applied during the initial recruitment period (8/12/13 to 8/23/13), then you do not need to re-apply.

HOW TO APPLY

Submit the following required materials:

- Spokane County Employment Application
- Integrity Supplemental (for employees not currently working in Juvenile Court Services; copies available in Human Resources)

FAILURE TO SUBMIT THE REQUIRED MATERIALS LISTED ABOVE, MAY ELIMINATE YOUR EMPLOYMENT APPLICATION FROM CONSIDERATION.

VETERAN'S PREFERENCE

Veteran's preference is available to candidates who meet certain criteria. If you feel you may be eligible, please complete a Spokane County Veteran's Preference Application form and submit with other required application materials.

EXAMPLES OF DUTIES

Serves as a positive role model and mentor for juveniles detained at the center. Leads group discussions and individual counseling sessions; teaches classes to encourage law abiding behavior; leads tours in the detention facility; reports on behavior of youth; works in coordination with Probation Staff, Medical and Treatment staff, Teachers, Community Agencies, Judges, Prosecutors and Defense Attorneys.

Searches (pat downs and strip) and removes personal property; reviews social files and gathers information to establish criteria for admittance or release from detention; completes the appropriate forms; contacts parents, guardians, caseworker, probation officer or parole counselor; consults with supervisor on releases and shift problems; provides orientation on facility rules and regulations.

Provides for health, safety and recreation needs of juveniles in the county detention facility; checks security of building, doors and windows; maintains the safety and security of juveniles while detained; provides positive individual and group supervision of juveniles participating in programming and attending to their needs; performs janitorial tasks related to maintaining physical condition of building; performs laundry duties; performs admission and release functions; serves and occasionally prepares meals; orders kitchen food and cleaning supplies; maintains records.

Performs other related duties as required.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE: Two (2) year college degree (four (4) year degree preferred) in any field -and- One (1) year of working with youth in a setting such as detention, probation/parole, residential care, recreation, education, community center, institutional, counseling, or a related area is also required.

LICENSE & CERTIFICATION: Valid driver's license at time of employment and throughout employment.

SPECIAL REQUIREMENTS: Applicants selected for Juvenile Corrections Officer positions will be required to successfully complete the two (2)

See other side for important additional information

1229 WEST MALLON, SPOKANE, WA 99260-0230

Phone: (509) 477-5750 • TDD Available • JOB HOTLINE: (509) 477-JOBS www.spokanecounty.org

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK ENVIRONMENT

week Washington State Criminal Justice Training Commission Corrections Officer Academy within the first six (6) months after appointment or within their probationary period. Must be at least 21 years of age at time of hire, and successfully pass a criminal background check, polygraph test, physical abilities test and drug test.

SELECTION FACTORS

Knowledge of:

- group and individual behavior patterns of youth;
- the juvenile justice system.

Ability to:

- read, comprehend and enforce, in a positive manner, facility rules and regulation;
- intervene in a crisis situation and use physical restraint to restore order or calm residents;
- communicate orally with youth and parents in a manner that will gain their respect and confidence;
- establish and maintain effective working relations with staff, all elements of the criminal justice system, social and community agencies and the public;
- follow established policies and procedures;
- be a positive role model to detained youth and convey a professional image in appearance and demeanor;
- adapt to shift work, including day, evening and weekend hours.

Skilled in:

- basic computer word processing and data entry;
- group dynamics, diplomacy and persuasion;
- writing clear, concise and accurate documentation.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

SELECTION PROCESS:

Initial screening will be based solely on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority may review your qualifications as presented in your application materials. The hiring authority may interview top candidates. This process subject to change.

<p>All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. Postmarks will not be accepted.</p>

NOTES

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

