



SPOKANE COUNTY
invites applications for the position of:

Juvenile Corrections Officer

SALARY:	\$19.11 - \$25.78 Hourly \$3,311.68 - \$4,468.62 Monthly \$39,740.16 - \$53,623.44 Annually
OPENING DATE:	08/11/21
CLOSING DATE:	Continuous
DEPARTMENT:	Juvenile
JOB SUMMARY:	

This is work involving the care and supervision of juveniles in the County's Juvenile Detention Center, a confined, maximum secure facility.

TOTAL COMPENSATION: \$50,867.40 - \$68,638.00 annually. Total compensation is an estimate based upon base compensation, median retirement fund contributions, and current employer-paid health and related benefit contribution rates (including medical, dental, life insurance, long term disability, and leave). The actual total will vary depending upon each employee's enrollment choices.

*****IMPORTANT INFORMATION & INSTRUCTIONS*****

SPOKANE COUNTY JUVENILE COURT

DEAR APPLICANT:

Thank you for considering the Spokane County Juvenile Court as a potential employer. Juvenile Court employees are directly responsible for the supervision and/or care of youth under the age of eighteen. As such, applicants undergo an extensive application and selection process as well as a thorough background investigation.

The effectiveness of the Juvenile Court is directly related to the quality of personnel employed by the Court and the level of public trust in those personnel. As a result, the following extensive application process is designed to elicit information to assist us in determining your character, suitability, and competence for the position for which you have applied.

Failure to complete the entire application, whether intentionally or unintentionally, will result in your removal from consideration.

In addition, the background investigation may include, but is not limited to: an interview(s); employer reference checks; polygraph test; criminal and driving records. Failure of any portion of the background investigation will be "cause" for removal from consideration. Upon completion of the background investigation, each candidate's suitability is reviewed by Juvenile Court

Administration.

The polygraph test is conducted using the information you have submitted and the Integrity Standards for Juvenile Court. Thank you for your interest in Spokane County Juvenile Court.

EXAMPLES OF DUTIES:

(Duties may include, but are not limited to the following:)

Serves as a positive role model for juveniles detained at the center. Leads group and individual discussions; teaches classes to encourage law abiding behavior; 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 counselor 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 Juvenile 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:

EDUCATION & TRAINING: An Associate's degree in any field or the equivalent number of college credits (Bachelor's degree preferred); **and**, six months working in adult corrections or with youth in a setting such as detention, probation/parole, residential care, recreation, education, community center, institutional, counseling, or a related area 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) 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 examination, 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 regulations;
- intervene in a crisis situation and use physical restraint to restore order and 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;
- strictly adhere to professional boundaries, Juvenile Court and County policies and procedures;
- 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.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.spokanecounty.org/employment>

Position #21-00217
JUVENILE CORRECTIONS OFFICER
LW

824 N Adams
Spokane, WA 99260
509-477-5750

lwojtowicz@spokanecounty.org

Human Resources Civil Service
(509) 477-5750 (509) 477-4711
hr@spokanecounty.org cs@spokanecounty.org
