

**JUVENILE DETENTION OFFICER ASSISTANT****DEFINITION**

Under immediate supervision maintains the safety, security and discipline in assigned unit for juveniles; supervises and guides the behavior of juveniles; enforces rules and regulations of the facility; advises juveniles in proper standards of personal conduct; observes and assesses behavior and needs of groups and individuals within groups; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

**CLASS CHARACTERISTICS**

Incumbents serve as trainees in this class for the Juvenile Detention Officer series. As trainees, individuals are assigned to perform routine activities under close supervision, receive departmental training, and acquire the essential knowledge and abilities characteristic of the Juvenile Detention Officer I class.

**TYPICAL DUTIES**

1. Maintains security and discipline over assigned unit or program; enforces rules and regulations of the facility and program.
2. Supervises and guides juvenile behavior; advises juveniles in proper standards of personal conduct.
3. May counsel or assist in counseling juveniles individually or in groups.
4. Documents and relates information to appropriate persons.
5. Conducts programs related to recreation and work activities; participates in behavior modification programs such as anger management, victim awareness and the like; assists in planning activities and programs.
6. Prepares and maintains conduct records and reports regarding juveniles for use in placement or court proceedings, including incident reports.
7. May be required to perform basic housekeeping tasks; may be required to transport juveniles.
8. Conducts room checks and searches; scans incoming and outgoing mail; searches juveniles for contraband.
9. Learns to subdue and restrain violent or attacking juveniles when appropriate for the safety and protection of themselves and others.
10. Uses computers and juvenile detention specific programs for detention management and communications.

**MINIMUM QUALIFICATIONS**

**Licenses and Certificates:** Possession of a valid California driver's license.

AND

**EITHER I**

**Education:** Completion of thirty semester units at an accredited college or university, including at least six semester units in the social or behavioral sciences.

OR II

Experience: One year of experience in the supervision, observation and assessment of juveniles in a detention facility.

NOTE: A valid California Class B (Class II) driver's license and good driving record may be required by the nature of the assignment.

Special Requirements: The Juvenile Detention Officer Assistant must successfully complete one hundred and fifty-six hours (156) of Juvenile Institution training during the first year of appointment. Employees in this classification are peace officers as defined by section 830.5 of the Penal Code and must satisfy the State of California criteria for peace officer status. Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections (STC). Employees must also conform to all other requirements necessary to hold and maintain peace officer status pursuant to the California Government Code.

Knowledge of: the California juvenile justice system; the general principles of human behavior, normal and abnormal; basic group and individual counseling techniques; basic psychological theories, terminology and treatment methods; the general principles of report writing and composition; basic computer literacy; personal computer systems and computer software.

Ability to: establish rapport with juveniles; recognize emotional and behavioral problems; assess physical and emotional needs of individual juveniles; demonstrate clear written and oral skills; follow written and oral instructions/procedures; enforce rules and regulations with firmness; organize and direct the activities of juveniles; utilize a variety of office equipment, including computer operation; operate communications and safety equipment; work different shifts, weekends, holidays and extended schedules; work with other staff to effect job duties; relate to a wide variety of socio-economic, cultural and ethnic backgrounds; physically restrain or subdue juveniles for the safety of themselves and others; drive in a safe manner.

Physical and Mental Requirements: **Mobility** ---Constant standing, walking, running, stooping, bending, climbing stairs and lifting of individuals which require strength, coordination, endurance and agility, driving, operation of a computer; **Visual** - - -constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral; **Dexterity** ---frequent repetitive motion and reaching; **Hearing/Talking** ---constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio; **Emotional/Psychological** ---constant contact with hostile individuals; frequent exposure to emergency situations; frequent exposure to trauma, grief and death; frequent public contact; frequent decision-making; frequent concentration; Special Requirements ---some assignments may require working weekend, nights, and/or occasional overtime; **Environmental** --- occasional exposure to varied weather conditions.