

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV39012
Job Class Code:	660	Salary Schedule:	ASRYOUTH
EEO Category:	04	Grade:	16B
Workers Comp Code:	7720		
Job Code Established:	05/15/91	Effective Date:	05/15/91
Job Code Revised:	05/21/98	Effective Date:	
Job Code Revised:	04/15/05	Effective Date:	04/15/05

JOB CODE SERIES: Public Protection and Public Order

JOB CODE TITLE: YOUTH CORRECTIONS OFFICER II

HRIS TITLE: YOUTH CORRS OFFICER II

CHARACTERISTICS OF THE JOB CODE: Under general supervision of higher ranking staff, is responsible for work of considerable difficulty in the intake, supervision, care and custody of youth. Supervises and counsels youth on an individual and group basis. Serves as lead over a group of youth corrections officers or supervises care, custody and control of a unit. Enforces rules, regulations, policies and procedures of the department in a youth secure care facility. Responsible for a functioning work unit; secure environment within area of assignment; safe/secure rehabilitated youth.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties.

- Maintains security and discipline in assigned unit.
- Explains rules and procedures of unit to youth.
- Checks unit for safety hazards or security violations; searches for weapons and contraband.
- Uses portable two-way radio to communicate with officers and staff of youth secure care facility.
- Interacts personally on a face-to-face basis with youth in a supervisory or therapeutic role on a daily basis, as determined by program concept, goals and objectives.
- Supervises and counsels youth on an individual and group basis.
- Assists teachers with classroom management.
- Facilitates behavior management groups.
- Acts in a lead capacity over a group of youth corrections officers or has sole responsibility for care, custody and control of a unit.
- Inspects clothing or parcels of youth, searching for contraband items.
- Checks building security periodically, on alert for signs of fire or for youth who may have or might develop emergency health problems.
- Maintains records, log books, evaluations and other forms.
- Answers inquiries from parents/guardians, other agencies and departmental staff.

WORK CONDITIONS: Works in a youth secure care facility in direct contact with committed juveniles. Requires availability working rotating shifts and on weekends and holidays in a 24/7 juvenile secure care facility. Works both indoor and outdoors in varying Arizona weather conditions. May require travel and

transportation of potentially dangerous individuals. Requires frequent walking/running and lifting. Heaviest demands occur infrequently during physical take down/restraint of incarcerated youth.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Proper methods and circumstances requiring use of force. Methods, techniques and correct practices of security procedures as they pertain to a state youth secure care facility. First aid/basic life support. Radio communication as it pertains to a statewide radio communication system. Crisis intervention, developmental stages of minors and basic principles of applied psychology, human behavior to include the growth, development, needs and problems of juveniles. Vernacular as it pertains to youth care, custody, treatment and rehabilitation. Standard housekeeping practices.

Skill/Ability to: Apply appropriate restraint techniques. Use portable two-way radio communication. Learn and apply laws, rules, regulations, policies, procedures, programs and activities established for the agency. Effectively interact with youth and coworkers. Maintain an understanding attitude toward juveniles in custody. Participate in rehabilitation and/or treatment activities. Communicate effectively with youth and coworkers. Follow oral and written instructions. Maintain a structured and secured environment. Maintain discipline in a tactful manner meeting the requirements of due process. Enforce rules while protecting the rights of youth. Provide positive pro-social role modeling. Respond to emergency situations and provide crisis intervention and first aid/basic life support. Perform physical duties such as lifting/carrying.

KSAs are typically obtained through experience and/or education in:

- Providing supervision, care and custody of juveniles in a secure care setting.
- Client supervisory experience working in a residential, group home, detention institution or community program setting performing duties such as; participating in rehabilitation and/or treatment activities, providing assistance, guidance and direction to individuals; maintaining a structured and secured environment; counseling individuals; responding to emergency situations; or related functions.
- Course work towards a degree majoring in Criminal Justice, Psychology, Sociology, Social Justice, Education, Recreation, Counseling, Mental Health, Social Work or closely related field from an accredited college or university.

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SECTION FACTORS:

- Requires successful completion of a Willingness Survey, written exam, oral/panel interview exam, comprehensive criminal background investigation and post-offer medical/physical exam and pre-employment drug examination.
- Must have no felony convictions.
- Requires current Arizona driver's license appropriate to the assignment prior to completion of Pre-Service Training Academy. Must possess and maintain a good driving record, in accordance with Arizona's Motor Vehicle Division (MVD) regulations.
- Requires successful completion of the agency's Pre-Service Training Academy and an on-the-job training course at the assigned facility.
- Prefer bilingual skills appropriate to juvenile population.
- Prefer previous work with at-risk youth.