

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV39013</b>
<b>Job Class Code:</b>	<b>660</b>	<b>Salary Schedule:</b>	<b>ASRYOUTH</b>
<b>EEO Category:</b>	<b>04</b>	<b>Grade:</b>	<b>17B</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>4/15/05</b>	<b>Effective Date:</b>	<b>4/15/05</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Public Protection and Public Order

**JOB CODE TITLE:** YOUTH CORRECTIONS OFFICER III

**HRIS TITLE:** YOUTH CORRS OFFICER III

**CHARACTERISTICS OF THE JOB CODE:** Under the general supervision of higher ranking staff, is responsible for work of considerable difficulty supervising the maintenance of security, order and discipline in the direction of activities of a youth secure care facility's population during an assigned shift. Supervises and counsels youth on an individual and group basis. Supervises a group of youth corrections officers (YCO Is) assigned to a Housing Unit including instructing and providing on-the-job training. Performs searches of juveniles; performs searches of cells and areas for contraband; opens and censors incoming mail; may serve as delegated "shift charge" in the absence of a supervisor.

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

- Supervises Youth Corrections Officers assigned to a Housing Unit.
- Performs "shift leader" duties.
- Oversees youth movement within the facility.
- Completes PASE evaluations on subordinate staff.
- Explains rules and procedures of unit to youth.
- Answers inquiries from parent/guardians and other agencies and departmental staff.
- Monitors youth for compliance with security, personal health and hygiene, conduct, order and sanitation regulations.
- Conducts rehabilitative programs.
- Assists in facilitation of fire drills.
- Assists teachers with classroom management.
- Checks facility for cleanliness; supervises searches for contraband items and reports security related incidents.
- Assists in the training of subordinate staff.
- Identifies maintenance issues and submits work orders.
- Maintains records, log books and other forms.
- Uses portable two-way radio to communicate with officers and other staff of a youth secure care facility.

**WORK CONDITIONS:** Works in a youth secure care facility in direct contact with committed juveniles. Requires 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:** Institutional goals, policies and practices. Proper methods and circumstances requiring use of force. Methods, techniques and current 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; individual differences, abilities, personalities, interests and recognition of cultural diversity. Vernacular as it pertains to youth care, study, treatment and rehabilitation and growth, development, needs and problems of adolescents. Standard housekeeping practices.

**Skill/Ability to:** Apply appropriate restraint techniques. Utilize portable two-way radio communication. Learn and apply laws, rules and regulations, policies, procedures, programs and activities established for the agency. Direct, supervise, train and evaluate subordinate workers. Effectively interact with youth and coworkers. Maintain a calm and even temperament during emergency situations. Maintain an understanding attitude toward delinquent and non-delinquent adolescents. Communicate effectively with youth, coworkers and families of diverse cultural backgrounds. Maintain discipline in a tactful manner while meeting the requirements of due process. Provide positive pro-social role modeling and crisis intervention. Follow oral and written instructions and ensure compliance with institutional policies. Perform standard housekeeping tasks, such as, sweeping, mopping, stocking supplies, laundry.

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

- Basic direction and guidance as a member of a care and treatment team in an institution or community-based rehabilitation program.
- Working in a juvenile detention facility, providing basic direction and guidance as a member of a care and treatment team in an institution or community-based rehabilitation program.

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

### **SPECIAL SELECTION FACTORS:**

- As necessary, 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 as appropriate to the assignment and must possess and maintain a good driving record, in accordance with Arizona's Motor Vehicle Division (MVD) regulations.
- As necessary, 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.