

- 8) The enforcement or use of appropriate disciplinary, corrective or protective actions in accordance with established policies and procedures. Protective actions may involve the use of force and Corrections staff must remain in good physical standing as per departmental guidelines and must remain current in Defensive Tactics.
- 9) Maintaining good cooperative working relationships with other juvenile justice and child care agencies.
- 10) Performing such other duties as established or modified by the designated supervisor or department head.

REQUIRED QUALIFICATIONS

- 1) Must be 21 years of age or older and have the legal right to live and work in the United States.
- 2) High School Diploma or GED Equivalency.
- 3) Valid Driver License.
- 4) Basic computer skills.
- 5) Effective written and oral communication skills.
- 6) The ability to work irregular hours and shifts and to be subject to call in on short notice.
- 7) The ability to maintain a professional and positive work attitude and conduct with co-workers, supervisors, juvenile inmates, other agencies and the general public.
- 8) Must be of high moral character, have a commitment to the agency mission and the ability to maintain confidentiality. Must be law abiding, drug free and not involved in alcohol abuse.
- 9) Certain job areas or assigned functions may require special educational levels, tests, licensures and/or certifications. If so, these requirements will be specified in the job announcement. Any waivers of qualifications or requirements are at the sole discretion of the Administrator.
- 10) Must be able to pass and/or maintain conditional job requirements listed below.

DESIRED QUALIFICATIONS

- 1) An Associates Degree from an accredited college or university in social/behavioral sciences, counseling, criminal justice, correctional services or a closely related field. Or an equivalent education or training program.
- 2) One or more years of experience in criminal justice, correctional services or a closely related field.
- 3) Specific experience in the Juvenile Justice System. Or equivalent experience in working with and supervising juveniles.
- 4) Bilingual English/Spanish capabilities are a plus.

CONDITIONAL EMPLOYMENT REQUIREMENTS

The following testing, training, certifications and reporting requirements must be successfully completed, maintained or complied with during the duration of employment, as a condition of employment. Failure to successfully complete, maintain or comply with these requirements could result in dismissal from employment.

- 1) Must successfully complete basic first aid and CPR certification within three months of employment and maintain certification during the duration of employment.
- 2) Must obtain a Washington State Food Handlers Certificate within one month of hire and maintain certification during the duration of employment.
- 3) All corrections staff (full-time and part-time) must successfully pass the Physical Ability Testing administered by the employer.
- 4) Must successfully complete the Juvenile Corrections Academy at the Washington State Criminal Justice Training Commission, within six months of employment, unless the timeframe is extended by the Training Commission for good cause (Full-Time Staff).
- 4) Must maintain a valid driver license at all times during employment.
- 5) Must report any criminal convictions, guilty pleas or deferral agreements immediately to the appropriate supervisor or the Department Head.
- 6) Must maintain high moral character, have a commitment to the agency mission, be able to abide by the Department's principles, and must be able to adhere to and maintain confidentiality. Must be law abiding, drug free and not involved in any alcohol abuse and must not be involved in any violations of the law associated with drug or alcohol use.
- 7) Must remain in good physical standing and must remain current in Defensive Tactics.

EQUIPMENT USED

Examples of equipment used in the performance of this job includes, but is not limited to: County Motor Vehicles; Manual and Electronic Security Devices; Security Keys; Regular and Cellular Phones; Office Equipment and Computers; Pattern Form Assessment Materials; Food Preparation Equipment; Maintenance Equipment; Audio and Video Security Panels and Cameras.

WORKING ENVIRONMENT

The employee will work within a secure corrections center and in the field for authorized out of facility activities and escorts to court. The employee will be required to work irregular hours and shifts, and be subject to call in to work on short notice. This position is subject to the potential of assault in the Detention Center or while transporting detainees. Physical effort or force is required to maintain security.

PRE-EMPLOYMENT BACKGROUND CHECKS AND TESTING

No offer of employment will be made until a criminal and child abuse records check and background and reference checks have been completed. Offers of employment may be conditional upon successfully completing Drug Testing and/or Polygraph Testing and/or Psychological Testing. Other testing or checks may be made at the employer's discretion to determine suitability for employment.

PHYSICAL FITNESS ABILITY TESTING

The Washington State Criminal Justice Training Commission has adopted mandatory physical fitness ability standards as part of the Juvenile Corrections Officer Training Academy. The applicant will be required to successfully complete a physical ability test (PAT) conducted by the employer, to demonstrate that the applicant is capable of passing this portion of the academy requirements. All corrections staff (full-time and part-time) will be required to maintain the Departmental guidelines for Physical fitness readiness that may be periodically administered by the employer.

I HAVE READ AND RECEIVED A COPY OF MY JOB DESCRIPTION:

EMPLOYEE

DATE