CHELAN COUNTY JUVENILE COURT

NOTICE OF OPENING/BASIC POSITION DESCRIPTION

Title: Juvenile Custody Officer

Department: Juvenile

Reports to: Custody Supervisor, Detention Manager

FLSA Status: Non-Exempt

Approved Date: March, 2019

Summary: The juvenile custody officer (JCO) is a line-level position responsible for the care, safety, and security of juvenile offenders and runaways housed in the detention center and the attached crisis residential center. JCOs serve as part of a team working 12-hour shifts under the direction of a custody supervisor.

Basic Duties and Expectations: JCO responsibilities include book-in and release procedures, data entry, statistical and narrative reporting, escort and transport of youth within and outside the facility, searches, room checks, food preparation and service, laundering and janitorial services, operation of a central control room, youth supervision including, when necessary, physical control and restraint of combative youth, and other duties as assigned. Critical facility procedures and details of the JCO’s duties are set forth in an extensive policy and procedure manual that must be understood and followed on a daily basis.

Knowledge, Skills, and Abilities: Ability to interact effectively with youth, team members, judicial officers, attorneys, law enforcement officers, and the public to enhance the daily functioning of the detention center. Knowledge of adolescent development and group dynamics. Ability to provide support and encouragement to youth as well as to impose discipline in a firm, fair, and consistent manner. Ability to follow written and spoken instructions. Must be able to function in a secure setting and to write and speak clearly and effectively.

Minimum Qualifications: Applicants must be 21 years of age, have a high school diploma or GED, and an AA degree or two years of college credit. Bilingual (English/Spanish) ability and cultural competency are a plus and can substitute for college, as can comparable experience involving leadership of juvenile offenders or at-risk youth.

A candidate selected for the position will receive a conditional offer of employment and must successfully pass a background investigation, including a fingerprint-based national criminal history check, and a polygraph examination. In addition, the candidate must successfully complete a physical abilities test and a two-week training academy through the Washington Criminal Justice Training Commission. Must obtain and maintain clearance to work in the Crisis Residential Center through a separate background check conducted by the Department of Social and Health Services. Must also acquire and maintain Food Handler Permit and CPR/First Aid Cards, and other training certifications.

Salary: Beginning salary range is $3,057.31 to $3,539.21 per month, plus benefit package.

Application Process: Application packets are available from the Chelan County Juvenile Court. Return completed applications, with resumé and cover letter to:

Niska Morris, Office Manager

Chelan County Juvenile Center

316 Washington Street, Suite 202

Wenatchee, WA 98801

Application deadline is October 25th at 5:00 PM. Applicants not chosen for interview will be notified by email.