



## JOB DESCRIPTION

### COUNTY OF GALVESTON

**JOB TITLE:** Juvenile Supervision Officer

**POSITION:** 2561180501

**EMPLOYEE:**

**DEPARTMENT:** Juvenile Justice

**SUPERVISOR:** Deputy Director – Detention or Special Programs

**TITLE:** David Terrell or Glen Watson

**EMPLOYMENT STATUS:** REGULAR  TEMPORARY  FULL-TIME  PART-TIME  INTERN   
EXEMPT  NON-EXEMPT

**DATE:** November 2011

**Emergency Operations**

**Classification:** Tier 1

#### **OVERALL PURPOSE AND OBJECTIVE**

Employee functions under minimal supervision. Maintains safety for everyone and ensures continuous security. Follows the established guidelines and procedures in regular daily tasks. Must be mature, patient, and show evidence of personal qualities of character and be able to use good judgment. Unusual problems or deviations from policy are referred to supervisor on duty and/ or Deputy Director, and/ or the Director.

#### **MAJOR RESPONSIBILITIES**

1. Care, custody, and control of juveniles assigned to Juvenile Justice Department programs including guidance, crisis intervention and re-direction of juveniles in connection with their conduct, attitudes, and relationships;
2. Must be able to lead and interact through participation in therapeutic, physical, athletic, and recreational activities with juveniles;
3. Prepare detailed reports (incident, observation, etc...) as required and submit to supervisors on a daily basis;
4. Guide delinquent participants to effectively channel behavior in a more positive manner using approved therapeutic approach, education, self discipline, responsibility, and respect for authority, oneself, and the community, on a daily basis;
5. Conduct physical fitness and teach juveniles close order drills, on a daily basis or as required;
6. Provide disciplinary support to school personnel in the event disruptive behavior is exhibited by a juvenile, on a daily basis;
7. Ensure compliance with program rules, expectations, policies and procedures, etc..., on a daily basis;
8. Admit, process, and conduct orientation with newly admitted juveniles to their assigned program; advising juveniles as to the rules and as to the observance of discipline requirements, on a daily basis;
9. Attendance of Staff Meetings required.
10. Able to react to change productively and handle other essential tasks as assigned.

#### **MINIMUM QUALIFICATIONS**

To meet employment eligibility requirements for appointment as a Juvenile Supervision Officer, a person must **(1)** be twenty-one years of age or older **(2)** be of good moral character (e.g., no disqualifying criminal history pursuant to TAC 349.7 (a)(B-D) and 343.15(c); **(3)** have obtained a high school diploma or general equivalency diploma (GED); **(4)** have a valid Texas drivers license; and **(5)** have a good driving record.

Preference may be given to applicants who: have acquired a Bachelor's Degree conferred by a college or university accredited by accrediting organization recognized by the coordinating board, Texas College and University System in criminology, corrections, social work, psychology, sociology, or other related field of study; have one or more year(s) of experience in full-time casework, corrections, or juvenile agency that deals with offenders, disadvantaged persons, emotionally disturbed and/or violent children; have served honorably in the U.S. military.



**JOB VACANCY ANNOUNCEMENT**

Department: **Juvenile Justice Department (Texas City)**

Date Received:  
By Personnel Department:

Position Number: TBD

**Juvenile Supervision Officer—Male and/or Female**

Interviewer Name: **Brent T. Norris**

Phone Number: **770-5903**

Location of Work Site: **Jerry J. Esmond Juvenile Justice Center  
6101 Attwater Ave., Texas City, Texas 77590**

Number of Days to Post - **November 1, 2011 Until filled**

In-County: **Galveston**

Public: **Yes**

Educational Requirements  
**(See MINIMUM QUALIFICATIONS on the attached Job Description)**

Does position require a background check  
\_\_\_\_\_ **x** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

Place and "X" by  
Those that apply:

**3 days – 12 hr**  
**1 day - 4 hours**  
Shift time depending on need  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Regular Position  
\_\_\_\_\_ **XXX** \_\_\_\_\_ Temporary Position  
\_\_\_\_\_ Grant Funded Position

If Grant Funded,  
Dates

From: \_\_\_\_\_

To: \_\_\_\_\_

Work/Shift Hours

From: \_\_\_\_\_

To: \_\_\_\_\_

**ESSENTIAL JOB FUNCTIONS:** These are the most important or major tasks that are necessary for an employee to perform in this position and % of time spent at that duty. This information is mandatory for ADA compliance.

**(See MAJOR RESPONSIBILITIES on the attached Job Description)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Americans with Disabilities Act**

**JOB VACANCY ANNOUNCEMENT**

**ESSENTIAL PHYSICAL DEMANDS:** Please mark and "X" in the appropriate column by those tasks that are applicable to this position.

<b>TASK</b>	<b>Occasional (&lt;25%)</b>	<b>Frequent (50%)</b>	<b>Continuous (80% +)</b>	<b>Never</b>
Sitting		30%		
Standing		30%		
Walking		40%		
Kneeling	X			
Squatting	X			
Bending	X			
Crawling				X
Twisting Upper Body	X			
Climbing				X
Carrying (indicate lbs.)	<b>1-45 lbs</b>			
Lifting (indicate lbs.)	<b>1-45 lbs.</b>			
Other:				

**ENVIRONMENTAL DEMANDS:** Please mark an "X" in the column by those environments/hazards the employee will be exposed to.

<b>ENVIRONMENT/HAZARD</b>	<b>Occasional (&lt; 25%)</b>	<b>Frequent (50%)</b>	<b>Continuous (80% +)</b>	<b>Never (80% +)</b>
Client/Customer Contact			X	
Indoor Activity			X	
Extreme Heat				X
Extreme Cold				X
Extreme Noise				X
Mechanical Hazards				X
Electrical Hazards				X
Explosive Hazards				X
<b>RADIATION HAZARDS</b>				
* Ionizing				X
Non-Ionizing				X
Biological Hazards				X
Chemical Hazards				X

**JOB VACANCY ANNOUNCEMENT**

**ESSENTIAL PHYSICAL DEMANDS** – cont. Please mark and "X" in the appropriate column by those tasks that are applicable to this position.

<b>ENVIRONMEENT/HAZARDS</b>	<b>Occasional ( &lt; 25 % )</b>	<b>Frequent ( &lt; 50 % )</b>	<b>Continuous ( 80 % + )</b>	<b>Never</b>
Fume/Odor/Hazards				X
Dust/Dirt/Mites, etc.				X
Toxic Waste Hazards				X
Other:				

Give additional information, not included in any of the above answers that you believe to be important to this position.

**The present in-hire salary for this position is \$14.45 hourly**

Applications will be accepted at the Galveston County Human Resources Department, which is located at 722 Moody (21<sup>rd</sup>) St., 3<sup>rd</sup> Floor, Galveston, Texas 77550. The phone number is (409) 770-5418.

American's with Disabilities Act

(VACANCY.FRM)

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