

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>ASSISTANT JUVENILE HALL SUPERINTENDENT</b>
<b>DEPARTMENT:</b>	<b>PROBATION</b>
<b>REPORTS TO:</b>	<b>JUVENILE HALL SUPERINTENDENT</b>

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<b>CLASS CODE: 6003</b>
<b>FLSA STATUS: E</b>
<b>DATE: 10/99</b>

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Primary responsibility is to assist the Juvenile Hall Superintendent in the day to day administration of Juvenile Hall; recruits, interviews, trains and assists in supervising Juvenile Hall employees.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Performs specialized duties as assigned to assist in the administration of Juvenile Hall.

Oversees personnel functions for Juvenile Hall to include recruiting, interviewing and performing background investigations on potential employees.

Conducts orientation training for new employees.

Conducts regular training of new employees and ongoing training for veteran staff.

Supervises assigned staff.

Prepares and conducts group presentations for various organizations and groups.

Collects, analyzes, recommends, and reports on data and information relating to such areas as budget preparation, grant administration, and personnel analysis.

Develops, communicates, and monitors policies, procedures, and standards for the department; recommends improvement when necessary.

Provides information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.

Reviews, researches, and reconciles problems, grievances and other complaints within and against Juvenile Hall.

Maintains records; prepares routine and special reports as required.

Represents Juvenile Hall at various meetings.

Encourages others to participate as active team members in an effort to support the work of Juvenile Hall.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Serves as Juvenile Hall Superintendent in his/her absence.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Computer
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**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Business Administration, Criminal Justice, Social Sciences or a related field; and,

Three to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Administration and supervision of a juvenile correctional facility, including the proper care and treatment of juveniles.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities.

Budgetary principles and practices.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

### **Mental and Physical Abilities:**

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to write reports and correspondence.

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.  
Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to stand, walk, and lift and/or move up to 10 pounds.

### **Working Conditions:**

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.