

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: JUVENILE HALL SUPERVISOR**  
**DEPARTMENT: PROBATION**  
**REPORTS TO: JUVENILE HALL SUPERINTENDENT**

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**CLASS CODE: 60324**  
**FLSA STATUS: E**  
**DATE: 10/99**

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Primary responsibility is to supervise and coordinate the daily activities and operation of Juvenile Hall; performs responsible technical and first-level supervisory duties.

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

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, scheduling, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Ensures that policies, procedures and general orders pertaining to Juvenile Hall operations are followed by subordinates.

Reviews and processes records, reports and other documents related to the detention of juveniles to assure accurate and complete files; prepares reports and other documents as required.

Monitors various activities on a daily basis to include checking daily count on profile board, assigning rooms and counselors to juveniles as they are admitted, ensuring youth are enrolled in school, reviewing status designation upon detainment, checking that the medical staff performs a complete physical, and that phone calls are made to parents in appropriate time line.

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

Assists in the maintenance and development of Juvenile Hall policies, procedures and operations.

Monitors and assists in the enforcement of discipline over juveniles including physical restraints.

Monitors special needs youth, i.e. mentally-ill and suicidal.

Advises and participates with staff in the development of recreational and treatment programs for juveniles.

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

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

Picks up and distributes mail, messages and notes to the appropriate individuals.

Attends and/or conducts periodic staff meetings or training sessions.

Communicates with probation officers, public defender and/or other law enforcement and social service agencies on juvenile cases.

Consults with juveniles about subjects that need a supervisory approval.

Verifies passes with Probation Department representatives; schedules pass arrangements.

Oversees maintenance of facility and grounds.

Maintains inventory of supplies and equipment; orders items as needed.

Conducts interviews and background investigations on potential employees.

Conducts group and/or individual counseling sessions to resolve problems and establish behavioral goals of juveniles.

Anticipates and averts potential problems; assists in suppressing and controlling problems that occur; reports incidents in the prescribed manner.

Speaks with parents regarding concerns about the safety, care and detention of their child in Juvenile Hall.

Schedules emergency and non-emergency medical and dental appointments for youth detailed in Juvenile Hall; makes arrangements for transportation needs.

Oversees maintenance and repair needs of vehicles and equipment.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Computer	Vehicle	Pepper Spray
Wrap/Restraint Device	Handcuffs	Lawn Mower	Hand-held Radio

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Psychology, Counseling or a related field; and,

One to two 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:**

Basic Juvenile Institutions Training

Supervisor Core Training

First Aid/CPR

Penal Code 832

Valid Driver's License

**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.

First aid methods and techniques.

Basic 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 maintain discipline and orderly conduct among juveniles.

Ability to make quick, effective and reasonable decisions in emergency situations, and to take appropriate action to include physically restraining violent juveniles.

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 stand, walk, 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 sit, lift and/or move up to 100 pounds and to use color, sound, odor and shape perception and discrimination.

**Working Conditions:**

The incumbent's working conditions are typically moderately quiet.

file: juvhalls.60324

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.