



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Juvenile Detention Shift Supervisor

FLSA: NE

SERVICE: Classified

REVISED: 8/29/05

Summary: Under general supervision, performs first-line supervisory and security work of moderate difficulty in the supervision of detention staff and care and welfare of detainees, and performs related duties as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises detention officers and staff on assigned shift; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; counsels, coaches and instructs staff as required.
- Controls and monitors the movement and activities of detainees. Tracks and maintains detainee demographic data.
- Compiles detention/correction statistics and computer data. Prepares technical and statistical reports of law enforcement activities for the County and external agencies. Reviews reports for ensuring proper observance of procedures, laws and policies.
- Patrols facility to evaluate functions and assure effective security; checks officer's assigned posts.
- Performs inspections of the correctional facility areas to assure safety, security, and welfare of detainees and staff; assures all areas of the facility are free of contraband.
- Plans for, trains and responds to emergency and non-emergency calls; investigates incidents as required; identifies and collects evidence; completes detailed reports and required paperwork.
- Enforces local, state and federal laws, and compliance to Correction regulations, policies and procedures; may act as Field Training Officer for detention officers.
- Effectively interacts with Sheriff's staff, County departments, outside organizations and other law enforcement organizations.
- Reviews grievances from detainees, creates and reviews incident reports and documents detainees file, recommends and monitors discipline.

Knowledge and Skills:

- Knowledge of state and federal laws, rules and regulations governing correctional institutions.
- Knowledge of search, transportation, detainment and restraint methods and procedures.
- Knowledge of human behavior and various social, economic and cultural backgrounds.
- Knowledge of principles and practices of supervision.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

High School Diploma or GED; AND three years experience in criminal justice or correctional work; AND a valid driver's license; AND Juvenile Detention Officer Certification.