



Seminole County Sheriff's Office

JUVENILE DETENTION SPECIALIST

Class Spec Code: 1040

Established Date: 10/14/2020

Last Revised Date: 01/10/2022

Effective: 04/08/2022

Salary Range

\$14.85 Hourly

Bargaining Unit

N/A

EEO

EEO4-Service/Maintenance

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Performs generalized corrections work in the care, custody, and control of juvenile detainees.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Provides detention screening and intake; processes and releases detainees; responsible for searching detainees. Searches and removes all unauthorized personal articles and contraband from detainees. Exercises reasonable and/or special care or action, as the need dictates or as directed, in handling special or unusual detainees. Escorts detainees using handcuffs, body force, and other appropriate restraints.

Provides appropriate documentation into the Juvenile Justice Information System (JJIS). Maintain compliance in the JJIS to include; charges, dispositions, adjudications, demographics, education, and alerts or special needs. Ensure completion of and responsible for making appropriate referrals as identified by the Positive Assessment Change Tool (PACT), Treatment Alternatives for Safer Communities (TASC), Detention Risk Assessment Instrument (DRAI), Suicide Risk Assessment and the State Attorney Recommendation.

Makes contact with victim, family members and collateral community members to ensure public safety is served as well as identifying appropriate needs and resources for arrestees. Develops and maintains relationships with judicial, law enforcement, schools, social and civic organizations.

Reviews screening packet information. Attends judicial court proceedings. Makes recommendations to the Courts in reference to appropriate sanctions and placement of offending juveniles. Investigates juvenile's risk to the community as well as accountability and competency needs through the PACT.

Prepares court documents and processes request for various functions such as Global Positioning System, travel permits, probation/CR etc; prepares various specialized and statistical reports as required.

Communicates effectively and coherently with other officers and detainees and demonstrate communications skills in court and other formal settings as required. Makes recommendations to the state attorney's office concerning judicial or non-judicial alternatives.

Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior, and taking appropriate action. Supervises and instructs juveniles in the work to be assigned and ensures work is being properly performed to standards. Provides transportation for juveniles to and from work sites. Ensures the cleanliness of the area of assigned responsibility.

Minimum Qualifications

- High School Diploma/GED; Associate's Degree preferred
- Two (2) years experience working with juveniles or work in the criminal justice system; or an equivalent combination of training and experience
- Must be able to secure a Commercial Driver's License within six (6) months of employment or assignment to this Division

- Must be able to complete PAR training within six (6) months of employment or assignment to this position
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of Sheriff's Office rules and regulations as applied to juvenile detention centers; of interviewing and counseling techniques. Ability to work independently without constant supervision; to communicate both orally and in writing; to understand interpret and implement policies, law and procedures in regards to Florida Statute Chapter 985; to plan, organize, prioritize and coordinate work assignments; to analyze information or situations; synthesize information and/or circumstances; solve problems; recall facts and/or information; describe persons, things, and/or events; read and comprehend information; to appropriately wear and operate a self-contained breathing apparatus; to drive a motor vehicle in a safe and efficient manner.

WORKING CONDITIONS

The work environment for this position is normally an office environment within the confined setting of a Juvenile Detention Facility. However, some classroom, outdoor activities and driving may be assigned. The use of a radio and the MCT (Mobile Computer Terminal) may be necessary. This position is required to drive and transport youth to various locations within the County.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent standing and/or sitting for extended periods of time, stooping, bending, climbing stairs, required to drive an agency vehicle and/or transport inmates; constant use of a computer

Lifting-Able to lift 50 pounds

Visual-Constant overall vision; color perception, constant eye-hand coordination; frequent reading/close-up work; constant field of vision/peripheral

Dexterity-Frequent repetitive motion and reaching

Hearing/Talking-Constant requirement to hear normal speech; constant hearing on telephone and radio; constant talking on telephone/radio

Emotional/Psychological- Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. Shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural; must be able to appropriately wear and operate a self-contained breathing apparatus

Environmental- Exposure to varied weather conditions.