

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

**JUVENILE DETENTION ASSISTANT
DIRECTOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in overseeing operations of the Juvenile Detention Department and coordinating activities between the Juvenile Court and juveniles in detention. Duties and responsibilities include supervising assigned employees, assisting in coordinating and directing department work activities, monitoring progress of juveniles, meeting with juveniles and families, performing crisis intervention, determining juvenile detentions, preparing recommendations and referrals, preparing documentation, maintaining records, and performing other tasks as assigned.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Assists in planning, organizing, and directing overall operations and activities of the Juvenile Detention Department; develops employee work schedules to ensure adequate coverage; coordinates staff training activities.

Determines whether a juvenile should be placed in detention; evaluates and approves acceptance of juveniles into detention facility; coordinates placement of juveniles with state agencies or other agencies as appropriate.

Meets with juveniles and parents to review detention guidelines and related issues; monitors progress of juveniles in fulfilling requirements of court orders; provides guidance and counseling; performs crisis intervention as necessary.

Prepares recommendations concerning juveniles reappearing in court; prepares and executes referrals to other agencies for services needed by families.

Coordinates activities regarding juvenile arrests with law enforcement officials.

Communicates as needed with parents, social workers, ministers, attorneys, psychologists, law enforcement officers, or other individuals/agencies regarding juvenile detention activities.

Monitors contracts on applicable detainees for scheduled release dates and for billing of placement charges.

Prepares billing statements to assist with billing process; forwards bills as appropriate.

Monitors detention operations and activities of detention workers.

Monitors public service work performed by juveniles in detention.

Rutherford County, Tennessee • Juvenile Detention Assistant Director

Transports juvenile detainees to court, medical facilities, other prisons or law enforcement facilities, out-of-state facilities, or other locations as assigned; monitors behavior and activities of detainees on a continual basis during transport activities.

Prepares or completes various forms, reports, correspondence, schedules, billing statements, referrals, or other documents.

Receives various forms, reports, correspondence, contracts, juvenile records, court orders, policies, procedures, rules, regulations, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, detainees, visitors, and other individuals.

Communicates with director, employees, other departments, juvenile detainees, parents, law enforcement personnel, court personnel, attorneys, medical providers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Participates in court proceedings as appropriate.

Provides emergency response on a twenty-four hour basis as needed.

Maintains current knowledge of laws/regulations pertaining to juvenile detention, juvenile probation, Juvenile Court activities, and other applicable laws, rules and regulations; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Social Services or closely related field; supplemented by completion of juvenile court and correctional institute training programs; supplemented by two (2) years previous experience and/or training involving juvenile detention, juvenile probation, working with at-risk youths, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Correctional Institution Certification, Tennessee Juvenile Court Training Program Certification, and CPR/First Aid Certification. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) ; may occasionally involve heavier objects and materials (up to 165 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, traffic hazards, bright/dim light, violence, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Monitoring employees, maintaining building security, general office work

Surface: Concrete, carpet

Estimated Total Hours: 3 **Maximum Continuous Time:** 3

2. SITTING

Tasks: Occasional at computer, working up patients

Estimated Total Hours: 5 **Maximum Continuous Time:** 8

3. LIFTING/CARRYING

Objects: office supplies, communications equipment, visual aids for public speaking

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs				X	
51-75 lbs				X	
76-100 lbs				X	
>100 lbs				X	

4. PUSHING/PULLING

Objects: carts, supplies

Height of hands above floor during push: waist height

5. CLIMBING

Tasks: Communicating with detainees, tours

Device: Stairs

Height: 15 steps

Frequency: Weekly

6. BENDING/SQUATTING/KNEELING

Tasks: Maintaining safety, Security of building, building repairs

Frequency: Daily

7. REACHING

Tasks: Maintaining safety, Security of building, building repairs, general office work

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily		
21-36"	All	Daily		

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95 % of time
Outside	5 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST OTHER TOOLS/EQUIPMENT USED: All general office equipment, radios electronic security system, O.C. spray, handcuffs, shackles, cell keys, vans, cleaning supplies, restraint devices, washer/dryer, water cooler, microwave, fingerprint equipment, safe, television, mail machine.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		Daily

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date