



## **POSITION DESCRIPTION**

Title: Administrative Support Specialist IV

Department: Baldwin County Regional Juvenile Detention Center

Job Analysis: October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: JDC Director

Subordinate Staff: None

Internal Contacts: All department employees and county employees, appropriate county agencies,

External Contacts: General Public, Juvenile Court Judge, Juvenile Probation Officers, Attorneys, Law Enforcement Personnel, County Commission, other Governmental agencies and personnel; appropriate companies and agencies concerning supplies and materials for the center.

Status: Classified/Non-Exempt (J)

### **Job Summary**

This work is conducted at the Baldwin County Regional Juvenile Detention Center with integrity and in a positive and professional manner. An employee in this position is highly responsible for supervision involving the care, custody and control of juvenile population and the facilitating and/or co-facilitating of the educational sessions. Work also involves supervising subordinates, clerical functions associated with housing, preparing monthly reports of expenditures and request for payment to State Child Nutrition Programs, understanding juvenile behavior and performance of security tasks, which includes but is not limited to intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines under the direct supervision of the Alabama Department of Youth Services. All employees shall comply with all applicable DYS regulations and standards.

## **Job Domains**

### **A. Typing and Stenography**

1. Types correspondence for the Director, as requested.
2. Attends meetings as directed by the JDC Director and takes notes.

### **B. Filing and Records Management**

1. Files correspondence and maintains records for the Director and Center. Maintains personnel files and reviews for department.
2. Keeps files on accident reports and forwards the documents to the appropriate department.
3. Maintains files for all required documentation.
4. Maintains office and cleaning supply inventory and prepares requisitions, while searching for competitive pricing for such; for all inventory.
5. Coordinates receiving vouchers with purchase orders and maintains all records.
6. Assists with scheduling of outside agencies.

### **C. Reception and Referral**

1. Answers all incoming calls and directs them to the appropriate staff.
2. Handles all incoming traffic and directs to the appropriate staff.
3. Schedules appointments.

### **D. Operations Responsibilities**

1. Coordinates operations of the workplace facility, if applicable or as requested by the Director.
2. Coordinates receiving vouchers with purchase orders.
3. Maintains all records of purchasing and receiving.
4. Works with accounts payable department and purchasing to correct any problems with accounts.
5. Processes employee time in Kronos.
6. Maintains an accounting of all leaves, absences, etc.
7. Responsible for juveniles correspondence
8. Assist with scheduling outside agencies
9. Responsible for maintaining office supplies
10. Prepares agenda action items and performs follow up tasks as required.
11. Other Assigned Duties

### **E. Bookkeeping**

1. Process expense and travel vouchers for department.
2. Other bookkeeping may be assigned.
3. Compiles Department of Youth Services population report and secure custody report.
4. Maintains weekly population reports and ensures such reports are transmitted to the Chief Probation Officer.
5. Compile and maintain meal production records for State Nutrition. Reconcile all payments from Child Nutrition to assure accuracy. Assist Child Nutrition Auditor with necessary documentation.
6. Prepares Social Security Report monthly and coordinates with the prisoner reporting system.
7. Prepares billing for juvenile housing with other Counties.
8. Assists in maintaining the Department of Youth Services standards files for yearly audit; ensuring all data is up to date and included within each file.
9. Assists in maintaining the Prison Rape Elimination Act standards files and ensuring all data is up to date and included within each file.

### **Knowledge, Skills, and Abilities**

1. Skills to communicate effectively with office staff and general public.
2. Math skills to perform basic mathematical operations.
3. Skills to prepare correspondence and reports.
4. Knowledge of basic bookkeeping procedures.
5. A good working knowledge of English, grammar, composition and spelling.
6. A good working knowledge of general office practices and procedures.
7. Skills to read, understand and compile printed reports.
8. Knowledge of filing procedures.
9. Knowledge of general office operations and procedures.
10. Knowledge of county policies and procedures.
11. Writing skills to neatly and clearly complete forms, records and reports.
12. Ability to operate office machines such as calculator, computer, copy machine, fax machine and typewriter.
13. Knowledge of Internet Explorer and Outlook Express.
14. Knowledge of Microsoft Word, Excel, and Power Point.
15. Ability to follow written and oral instructions.

### **Other Characteristics**

1. Willing to work overtime when necessary.
2. Maintain a positive and friendly disposition.
3. Ability to work under stress of recurring deadlines.
4. Establish and maintain cooperative working relationships with those in the course of work.

### **Minimum Requirements**

1. Seven (7) years' experience in secretarial related work.
2. Must have a valid driver's license and be insurable by the County's insurance guidelines.
3. Willing to submit to background checks to include Department of Public Safety, criminal and DHR central registry.
4. Be willing to attend educational courses for advanced training.
5. Willing to work non-standard hours when necessary.

## **POSITION DESCRIPTION**

Title: Detention Technician

Department: Baldwin County Regional Juvenile Detention Center

Job Analysis: October 2004, October 2005, Sept 2013, Sept 2016, Oct 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Detention Worker II

Subordinate Staff: None

Internal Contacts: Co-workers and juveniles, Detention Coordinator and Director

External Contacts: General Public, Law Enforcement Personnel, Juvenile Probation Officers

Status: Classified/Non-Exempt (H)

### **Job Summary**

This work is conducted at the Baldwin County Regional Juvenile Detention Center with integrity and in a positive and professional manner. An employee in this position is highly responsible for supervision involving the care, custody and control of juvenile population and the facilitating and/or co-facilitating of the educational sessions. Work also involves supervising subordinates, clerical functions associated with housing, understanding juvenile behavior and performance of security tasks, which includes but is not limited to intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines under the direct supervision of the Alabama Department of Youth Services. All employees shall comply with all applicable DYS regulations and standards.

*This is an entry level position. It is a training position that allows a newer staff to be involved in multiple aspects of the operations, in order to expedite learning and judgment when relating with juveniles and the public.*

## Job Domains

1. Follow the chain of command.
2. Supervision of juveniles: *Be aware and willing to assist with all necessary supervision of juveniles.*
  - a. Maximum supervision—eye to eye, arms distance away, must be prepared to intervene if the situation requires it to ensure the safety of all.
  - b. Close supervision—seeing them at all times, hearing them at all times, able to talk to them.
  - c. Medium supervision—being able to hear the residents at all times and be able to reach them within 5 seconds.
  - d. Minimum supervision—knowing where the residents are at all times, be able to reach them within 10 – 15 seconds.
3. Ensuring and understanding that all the rules of the facility are followed at all times, this includes, but is not limited to, intervening in altercations to ensure the safety of both the juvenile and fellow staff members. Keeping up with the BMS point, escorting a resident to his/her room for rule violation, documentation, and informing supervisors of any and all situations.
4. Keeping the facility clean: Clothes for juveniles, room area, dayroom area, kitchen, classrooms, hall, all restrooms and all of the Administration, taking out trash, any other areas or directives given by supervisor(s).
5. Admissions: Files, showers, issuing clothes, assigning rooms, going over rules of the facility, search of youth on admission, documentation of resident's possessions.
6. Discharge: Make sure resident receives all personal property, check to see if resident turns in all issued clothing, check to see if room/cell meets security check, prepare to transfer of resident for discharge to legal guardian.
7. Meals (pick-up and feeding): Driving vehicle, receiving and transporting food, serving meals, cleaning up kitchen, monitor meal and refrigerator temperatures.
8. Showers: Giving personal effects, observing and supervising showers, washing, folding, and storing clothes in proper place.
9. Administer medications, when needed
10. Monitor and check the building to ensure there is no security issues.
11. All employees should comply with all applicable DYS regulations and standards.
12. Miscellaneous:
  - a. Bed checks every 15 minutes.
  - b. Isolation rooms check every 5 minutes.
  - c. Checking doors for security.
  - d. Filling out proper logs and forms.
  - e. Answering phones.
  - f. Aiding the JDC nurse with transportation of youth to doctor.
  - g. Supervision in classroom.
13. Any other duties assigned by the supervisor and/or Director.

### **Knowledge, Skills and Abilities**

1. Ability to follow instructions and given attention to detail.
2. Ability to complete tasks correctly and on time.
3. Skills in use of routine office equipment including computer proficiency and electronic correspondence.
4. Writing skills to clearly and neatly complete reports, forms and log book entries.

### **Other Characteristics**

1. Willing and able to work a variety of shifts up to and including overtime.
2. Willing and able to work directly with some times violent, physically handicapped, mentally ill, physically, intellectually, and emotionally challenged juveniles, caring for and ensuring their basic needs are met.
3. Undergo a 40 hour initial training of various topics, i.e. First Aid and CPR, policies and procedures, BMS, master control, Crisis Prevention Intervention, suicide prevention.

### **Physical Characteristics**

1. Ability to administer emergency medical aid and CPR.
2. At a minimum, ability to walk 1.5 miles in thirty (30) minutes or less.
3. At a minimum, stand for four (4) consecutive hours in order to observe the juveniles in any setting.
4. Drag, lift and pull a minimum of fifty (50) pounds for twenty (20) feet or more, unassisted.
5. Ability to rapidly respond, which may include: sprinting, jogging and running to maintain safety of residents and staff.
6. Bend, kneel and squat repeatedly as needed.
7. Ability to engage in a variety of aerobic and anaerobic activities with youth for up to thirty (30) minutes at a time.
8. Vision that can adequately supervise juveniles in a variety of light settings.
9. Facilitate and participate in a variety of stretching activities that could enhance physical ability and to avoid injury.
10. Hear disturbances, alarms, voice tones and warnings from a variety of distances.

### **Minimum Qualifications**

1. Must have a high school diploma or GED, preference will be given to applicants with a college degree.
2. Must have a valid driver's license and be insurable by the County's insurance guidelines.
3. Willing to submit to background checks to include Department of Public Safety, criminal and DHR central registry.



## **POSITION DESCRIPTION**

Title: Detention Worker I

Department: Baldwin County Regional Juvenile Detention Center

Job Analysis: October 2004, October 2005, Sept 2016, Oct 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Detention Worker II

Subordinate Staff: None

Internal Contacts: Co-workers and juveniles, Detention Coordinator and Director

External Contacts: General Public, Law Enforcement Personnel, Juvenile Probation Officers

Status: Classified/Non-Exempt (I)

### **Job Summary**

This work is conducted at the Baldwin County Regional Juvenile Detention Center with integrity and in a positive and professional manner. An employee in this position is highly responsible for supervision involving the care, custody and control of juvenile population and the facilitating and/or co-facilitating of the educational sessions. Work also involves supervising subordinates, clerical functions associated with housing, understanding juvenile behavior and performance of security tasks, which includes but is not limited to intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines under the direct supervision of the Alabama Department of Youth Services. All employees shall comply with all applicable DYS regulations and standards.

### **Job Domains**

1. Follow the chain of command.
2. Supervision of juveniles:
  - a. Maximum supervision - eye to eye, arms distance away, must be prepared to intervene if the situation requires it to ensure the safety of all.
  - b. Close supervision - seeing them at all times, hearing them at all times, able to talk to them.

- c. Medium supervision—being able to hear the residents at all times and be able to reach them within 5 seconds.
  - d. Minimum supervision—knowing where the residents are at all times, be able to reach them within 10 – 15 seconds.
- 3. Ensuring that all the rules of the facility are followed at all times, this includes, but is not limited to, intervening in altercations to ensure the safety of both the juvenile and fellow staff members. Keeping up with the BMS point, escorting a resident to his/her room for rule violation, documentation, and informing supervisors of any and all situations.
- 4. Keeping the facility clean: Clothes for juveniles, room area, dayroom area, kitchen, classrooms, hall, all restrooms and all of the Administration, taking out trash, any other areas or directives given by supervisor(s).
- 5. Admissions: Files, showers, issuing clothes, assigning rooms, going over rules of the facility, search of youth on admission, documentation of resident's possessions.
- 6. Discharge: Make sure resident receives all personal property, check to see if resident turns in all issued clothing, check to see if room/cell meets security check, prepare to transfer of resident for discharge to legal guardian.
- 7. Meals (pick-up and feeding): Driving vehicle, receiving and transporting food, serving meals, cleaning up kitchen, monitor meal and refrigerator temperatures.
- 8. Showers: Giving personal effects, observing and supervising showers, washing, folding, and storing clothes in proper place.
- 9. Administer medications, when needed
- 10. To monitor and check the building to ensure there is no security issues.
- 11. All employees should comply with all applicable DYS regulations and standards.
- 12. Miscellaneous:
  - a. Bed checks every 15 minutes.
  - b. Isolation rooms check every 5 minutes.
  - c. Checking doors for security.
  - d. Filling out proper logs and forms.
  - e. Answering phones.
  - f. Aiding the JDC nurse with transportation of youth to doctor.
  - g. Supervision in classroom.
- 13. Any other duties assigned by the supervisor and/or Director.

### **Knowledge, Skills and Abilities**

- 1. Must be able to follow instructions and given attention to detail.
- 2. Must be able to complete tasks correctly and on time.
- 3. Skills in use of routine office equipment.
- 4. Writing skills to clearly and neatly complete reports, forms and log book entries.

### **Other Characteristics**

- 1. Willing and able to work a variety of shifts up to and including overtime

2. Willing and able to work directly with some times violent, physically handicapped, mentally ill, physically, intellectually, and emotionally challenged juveniles, caring for and ensuring their basic needs are met.
3. Undergo a 40-hour initial training of various topics, i.e. First Aid and CPR, policies and procedures, BMS, master control, Crisis Prevention Intervention, suicide prevention.

### **Physical Characteristics**

1. Ability to administer emergency medical aid and CPR.
2. At a minimum, ability to walk 1.5 miles in thirty (30) minutes or less.
3. At a minimum, stand for four (4) consecutive hours in order to observe the juveniles in any setting.
4. Drag, lift and pull a minimum of fifty (50) pounds for twenty (20) feet or more, unassisted.
5. Ability to rapidly respond, which may include: sprinting, jogging and running to maintain safety of residents and staff.
6. Bend, kneel and squat repeatedly as needed.
7. Ability to engage in a variety of aerobic and anaerobic activities with youth for up to thirty (30) minutes at a time.
8. Vision that can adequately supervise juveniles in a variety of light settings.
9. Facilitate and participate in a variety of stretching activities that could enhance physical ability and to avoid injury.
10. Hear disturbances, alarms, voice tones and warnings from a variety of distances.

### **Minimum Qualifications**

1. Must have a high school diploma or GED, preference will be given to applicants with a college degree.
2. Must have a valid driver's license and be insurable by the County's insurance guidelines.
3. Submit background checks to include Department of Public Safety, criminal and DHR central registry.

## **POSITION DESCRIPTION**

Title: Detention Worker II

Department: Baldwin County Regional Juvenile Detention Center

Job Analysis: October 2001, March 2009, May 2011, Sept 2016, Oct 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Detention Coordinator and JDC Director

Subordinate Staff: Detention Worker I and Detention Technician

Internal Contacts: Co-workers and juveniles

External Contacts: General Public, Law Enforcement Personnel, Juvenile Probation Officers

Status: Classified/Non-Exempt (J)

### **Job Summary**

This work is conducted at the Baldwin County Regional Juvenile Detention Center with integrity and in a positive and professional manner. An employee in this position is highly responsible for supervision involving the care, custody and control of juvenile population and the facilitating and/or co-facilitating of the educational sessions. Work also involves supervising subordinates, clerical functions associated with housing, understanding juvenile behavior and performance of security tasks, which includes but is not limited to intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines under the direct supervision of the Alabama Department of Youth Services. All employees shall comply with all applicable DYS regulations and standards.

### **Job Domains**

#### **A. Supervision**

1. It is imperative that the DW II possess and maintain a high level of integrity, be a 100% team player, and possess and maintain a highly positive attitude.
2. Converse with juveniles, parents or guardians, staff and other agencies and departments.
3. Aid the JDC nurse with transportation of youth to doctor, aid in ensuring supervision in the classroom.
4. Administer medications, when needed

5. Supervision of detention workers.
6. Maintain a positive healthy environment in which to work.
7. In the absence of the Detention Coordinator and the JDC Director, become senior supervisor and is responsible for integrity of program, safety, and security of residents and staff.
8. Supervise juvenile visitation and ensure compliance with JDC regulations.
9. One on one counseling with juveniles, when needed
10. Help the Director maintain ACA standards that are audited once a year by the State.
11. Investigate all incidents involving staff and/or juveniles and make reports to the Detention Coordinator.
12. Notify Detention Coordinator if a major incident occurs and make necessary reports.
13. Ensure documentation is done on current shift and done accurately.
14. Monitor all disciplinary actions taken by staff toward residents to ensure proper and appropriate discipline for the offense.
15. To keep the Detention Coordinator informed about matters involving personnel.
16. To monitor and check the building to ensure there is no security issues.
17. Ensure the shifts are covered with the proper staff to resident ratio and appropriate gender staffs are on duty when an employee calls in sick.
18. Ensure that all DW I positions are filled before leaving assigned shift. Either require a DW I to work over or call in a substitute to cover the position.
19. When calling in sick or any other reason, a substitute must be acquired and, if possible, in place before leave will be granted. Leave will be granted on a case by case basis.
20. Maintain clear and positive communications with staff under their supervision to ensure that they understand their job tasks.
21. To complete all assigned duties given by the Detention Coordinator and/or the Director.

### **Knowledge, Skills and Abilities**

1. Must possess and demonstrate appropriate counseling and organizational skills.
2. Skills in use of routine office equipment.
3. Writing skills to clearly and neatly complete reports, forms and log book entries.

### **Other Characteristics**

1. Possess, maintain and display integrity, team work, and positive attitude at all times.
2. Willing and able to work any and all shift hours.
3. Undergo a 40-hour initial training of various topics, i.e. First aid and CPR, policies and procedures, BMS, master control, PIT, Crisis Prevention Intervention, suicide prevention.
4. Willing to work overtime, weekends and holidays. Participate in the "On Call" procedure to ensure meeting required staff ratios.
5. Willing to work directly with some times violent, physically handicapped, mentally ill, physically, intellectually, and emotionally challenged juveniles, caring for and ensuring their basic needs.
6. Willing to be on call.

7. Ensure that all DW I positions are filled before leaving assigned shift. Either require a DW I to work over or call in a substitute to cover the vacant position.
8. Submit background checks to include Department of Public Safety, criminal and DHR central registry.
9. Willing and able to work a variety of shifts up to and including overtime
10. Willing and able to work directly with sometimes violent, physically handicapped, mentally ill, physically, intellectually, and emotionally challenged juveniles, caring for and ensuring their basic needs are met.

### **Physical Characteristics**

1. Administer emergency medical aid and CPR
2. Be able to walk (at a minimum) 1.5 miles in 30 minutes or less
3. At a minimum, Stand for four consecutive hours in order to observe the juveniles in any setting
4. Drag, Lift and pull a minimum of 50lbs for 20 feet or more.
5. Must be able to rapidly respond, which may include sprinting, jogging, running to maintain safety of residents and staff.
6. Bend, kneel and squat repeatedly as needed
7. Ability to engage in a variety of aerobic and anaerobic activities with youth for up to 30 minutes at a time.
8. Good Vision that can adequately supervise juveniles in a variety of light settings
9. Facilitate and participate in a variety of stretching activities that could enhance physical ability and to avoid injury.
10. Can hear disturbances, alarms, voice tones and warnings from a variety of distances.

### **Minimum Requirements**

1. Preference given to a 4-year college degree in related field.
2. Must have a minimum of two (2) years' experience working with adolescents.
3. Must have a valid driver's license and be insurable by the County's insurance guidelines.