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<b>TITLE:</b>	<b>Detention Specialist Trainee</b>	<b>JOB CODE:</b>	1370
<b>PREPARED:</b>	11/17/10	<b>FLSA:</b>	Non-Exempt
<b>UPDATED:</b>		<b>REVISION #:</b>	

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**Summary:** Under close supervision, learns the role and duties of the Detention Specialist I/II position.

**Distinguishing Characteristics:** The Detention Specialist Trainee designation is differentiated from the Detention Specialist I/II position by the former's assignment to a training program to understand the duties and responsibilities of a Detention Specialist I/II. Employees who successfully complete the training program and are assigned the duties of a Detention Specialist I/II will be reclassified to the appropriate classification.

**Essential Job Functions:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Attends classes and completes assignments related to juvenile justice and juvenile detention; successfully passes required tests on subject matter.
- Receives training and demonstrates competency in the following areas:
  - Receiving, booking and classifying juveniles; inputting juvenile information into an automated data base; taking photos and fingerprints; conducting body searches; issuing uniforms, bedding and personal hygiene items; assigning to a cell.
  - Administering effective but fair disciplinary measures in order to protect the juveniles and the group.
  - Completing all reports as required or assigned on a daily basis.
  - Maintaining confidentiality.
  - Performing regular inspections of the detention center and grounds to ensure security; conducting head counts of juveniles housed within the facility; checking the general physical and mental condition of the juveniles; accounting for the whereabouts of the juveniles at all times.
  - Overseeing assignments and work details given to the juveniles to ensure that such work has been completed correctly.
  - Attending in-service training sessions and staff meetings as required.
  - Supervising daily showers and dental hygiene of juveniles.
  - Receiving shift briefings from outgoing detention staff regarding activity, violation of facility rules, special juvenile inmate classification or disciplinary action; ensuring proper follow up measures are taken; communicating with probation staff on client issues that may arise in detention.
  - Preparing and cooking meals as required.
  - Detention Specialist II – overseeing the overall functions of the detention facility during their assigned shift.

## MINIMUM QUALIFICATIONS

### Required Knowledge and Skills:

- Knowledge of the principles and practices of juvenile probation and social case work.

## **JOB DESCRIPTION**

### **Detention Specialist Trainee**

- Knowledge of local, state and federal laws and court decisions regarding the detention of juveniles.
- Knowledge of the criminal justice and court systems.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of currently accepted ideas and theories regarding the detainment of youth
- Knowledge of interviewing and counseling techniques.
- Skill in oral and written communications.
- Skill in analyzing investigative material and making appropriate decisions.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and in emergency or confrontational situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in communicating with juvenile offenders and mediating difficult situations.
- Skill in establishing and maintaining effective working relationships with juveniles, parents, law enforcement personnel and the courts.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.

#### **Education, Experience, Certifications and Licenses:**

- High School Diploma
- Associate's Degree in Psychology, Counseling or a closely related field is desirable (*highly* desirable for Detention Specialist II).
- Experience working with at risk youth is desirable (*highly* desirable for Detention Specialist II).
- Possession of a valid State of Nevada Driver's license.

#### **Special Requirements:**

- Must be 21 years of age or older.
- Must have a clear criminal record and be able to pass a federal background check and a Nevada Child Abuse Network (CAN) background check.

#### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in internal and external environments.
- Subject to physical harm such as dangerous vehicles, gun shots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases.
- Required to physically restrain persons.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects over 100 pounds.
- Must maintain a level of physical fitness to meet Department standards.

#### **Equipment and Tools Utilized:**

## **JOB DESCRIPTION**

### **Detention Specialist Trainee**

- Special Equipment includes computerized and conventional office equipment, handcuffs, leg irons, video surveillance system, electronic control access equipment, kitchen equipment, drug testing equipment, digital camera and a motorized vehicle.