

Champaign County Job Description

Job Title: Assistant Superintendent of Juvenile Detention

Department: Probation and Court Services

Reports to: Superintendent - JDC

FLSA Status: Exempt

Grade Range: J

Prepared Date: August, 2009

SUMMARY Assists the Superintendent in managing the Juvenile Detention Center and other court-supervised programs provided to minors incarcerated in the Detention Center. Assists agencies, families and the minor in transition from detention to the community.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Gives direction and supervision to employees of the Juvenile Detention Center, a secure facility housing forty (40) juvenile offenders (aged 10 through 17), during portions of each work day of the 24-hour staffed facility.

Reviews the population of the facility to determine daily program requirements, reviews/approves detainee violations and provides statistical information for required reports. Assigns behavior reports to officers before court hearings and assists the Superintendent by gathering data that is incorporated into reports for the Department of Probation and Court Services, the Administrative Office of the Illinois Courts and the Illinois Department of Corrections.

Provides direction during the shifts to line staff ensuring the safe, secure detainment of male and female minors. Provides direction and assistance to service providers coming into the center and schedules daily activities/programs. Monitors activities to ensure compliance with Center rules and regular operations.

Oversees operational procedures during the shift, including staff conducting intakes, detainee daily care, food and medical services (distributes medications as needed), educational services, social service programs, recreational programs and transportation services. Has authority on intakes of minors arrested by police and for secure detention. Acts as the primary responder in crisis situations.

Prepares professional reports for the Circuit Clerk and testifies on cases when required/needed.

Co-ordinates daily with parents, detention line staff and transport officers to ensure that appointments with social service agencies are kept.

Maintains extensive contact with the Superintendent, social service agencies, the State's Attorney's Office and defense attorneys.

Acts as the operations supervisor working a shift within the secure area or may be assigned to an administrative position working directly with the Superintendent on special projects or with problematic operational issues.

SUPERVISORY RESPONSIBILITIES Directly supervises 5 to 10 detention officers working a shift within the detention center. Carries out supervisory responsibilities in accordance with the Center, County and the Circuit Court policies and applicable laws. Responsibilities include assisting in training employees; assigning and directing work on a shift; appraising employee performance; rewarding and disciplining employees; recommending candidates for employment and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's Degree (Bator B.S.) from a four-year college or university and two years related experience and/or training. Experience within a Juvenile Detention Center is preferred.

LANGUAGE SKILLS Ability to read and interpret professional journals, technical procedures and governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from employees, clients and the general public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; and talk; or hear. The employee is occasionally required to stand; and reach with hands and arms. The employee must occasionally lift and/or move up to 74 pounds. Specific vision abilities required by this job include close vision and distance vision. The employee may be required to assist in the physical restraint of a combative minor within the Center.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Detention/jail conditions. Potential problems may exist with juveniles who do not follow the rules and are subject to sanctions. The noise level in the work environment is usually moderate.