



JUVENILE CORRECTIONAL OFFICER TRAINEE

Characteristics of Work

This is entry-level work in maintaining security and order among juvenile delinquents at a state juvenile correctional facility or training school. Employee receives formal instruction in the custody and control of students, non-lethal weapons, contraband control, and report writing prior to assuming duties. Upon successful completion of the basic curriculum, employees receive specialized training in the facility. Incumbents work under the direction and supervision of an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Maintains discipline to prevent riots, escapes, fires, and theft; exercises custody and control over student population.

Keeps watch and patrols an assigned area and/or unit, hallway, classroom area.

Assists in supervision and care of male and/or female residents during daytime and/or nighttime.

Ensures compliance with all rules and regulations pertaining to juveniles' behavior and welfare, personal care and sanitation.

Escorts juveniles assigned to school or work details; writes non-technical reports on students' behavior and activities.

Assists in carrying out casework plans made for students in the institution.

Makes rounds inside or outside buildings; counts juveniles; looks for fires; watches for students attempting to escape; assists in the apprehension of escaped students.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Ensures compliance with all rules and regulations while maintaining custody and exercising control over juveniles.
2. Operates control room, such as answering the telephone, monitoring the movement of juveniles, and operating cameras.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Taste/Smell: Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit; and climb or balance.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

Special Training and Age Requirements

Possession of a valid Mississippi Driver's License, attainment of at least twenty-one (21) years of age, and possession of any and all minimum qualifications necessary to attend the designated training.

Note: Permanent employment is contingent upon successful completion after hire of the basic law enforcement curriculum at the designated facility. Agency shall verify valid Mississippi Drivers License and curriculum.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.