



JUVENILE CORRECTIONAL OFFICER

General Summary

Juvenile Correctional Officer (JCO) a "peace officer" as defined under Chapter 9-2A-17, NMSA, 1978, provides care, custody, and treatment of juveniles in a secure or non-secure rehabilitation facility.

Juvenile Correctional Officer I

Jobcode: G10951

Pay Band: 55

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the entry level where incumbents hold in custody, supervise and maintain control of adjudicated youth in a secure or non-secure rehabilitation facility by giving directives, counseling and/or utilizing the appropriate level of verbal or physical de-escalation. The Juvenile Correctional Officer I works closely with the Juvenile Correctional Officer II and reports back to them any issues or concerns.

Minimum Qualifications

High School Diploma or GED and two (2) years of experience in a correctional setting, military duty, classroom teaching or instructing in a rehabilitative environment, working in planned recreational activities or active participation in community action programs, or for Correctional Officer Specialist positions, relevant work experience as it relates to the purpose of the position.

Essential Duties and Responsibilities*

Under supervision, the incumbent –

- Holds adjudicated juveniles in custody
- Instructs juveniles in developing daily living skills, social skills, and work/study habits.
- Maintains eyes on/ears on with juveniles at all times
- Searches juveniles.
- Processes juveniles.
- Transports and/or escorts juveniles.

Juvenile Correctional Officer II

Jobcode: G10952

Pay Band: 60

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the full performance lead worker level where incumbents serve as an expert in the security, care and treatment of youth in a secure or non-secure rehabilitation facility. The Juvenile Correctional Officer II supervises youth in all activities and maintains control of detained youth by giving directives, counseling and/or utilizing the appropriate level of verbal or physical de-escalation. The Juvenile Correctional Officer II works closely with the Juvenile Correctional Officer Supervisor and reports back to them any issues or concerns that are reported to them by the Juvenile Correctional Officer I or that they have observed themselves.

Minimum Qualifications

Associate's Degree in psychology, guidance and counseling, penology, sociology, social work, and/or criminology and two (2) years of experience in a correctional setting, military duty, classroom teaching or instructing in a rehabilitative environment, working in planned recreational activities or active participation in

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community action programs, or for Correctional Officer Specialist positions, relevant work experience as it relates to the purpose of the position. Any combination of education from an accredited college or university in a related field or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Essential Duties and Responsibilities*

Under supervision, the incumbent

- Holds adjudicated juveniles in custody
- Counsels juveniles in group and individual sessions.
- Creates and provides reports on juveniles.
- Trains lower level juvenile correctional officers on the job.
- Assigns and monitors activities of juveniles.
- Inspects and searches facilities.
- Inspects and controls visitors in the facility.

Juvenile Correctional Officer Supervisor

Jobcode: G1095S

Pay Band: 70

FLSA Status: Exempt

Distinguishing Characteristics

The Juvenile Correctional Officer Supervisor devotes a substantial portion of time assigning and directly supervising the work of at least two (2) full time equivalent employees** and responding to worker and client needs in a timely fashion in accordance with policy and procedures.

Minimum Qualifications

Bachelor's Degree in psychology, guidance and counseling, penology, sociology, social work, and/or criminology and two (2) years of experience in a correctional setting, military duty, classroom teaching or instructing in a rehabilitative environment, supervising planned recreational activities or active participation in community action programs, or for Correctional Officer Specialist positions, relevant work experience as it relates to the purpose of the position. Any combination of education from an accredited college or university in a related field or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Essential Duties and Responsibilities*

- Supervises the work of lower level staff to ensure proper security, treatment, care and custody of juveniles
- Represents the agency at meetings or special task force initiatives as needed
- Supervises the drafting of client reports and review completed client reports for accuracy
- Provides training and guidance to others in completing various routine assignments; provides on the job training and mentoring to new staff
- Supervises investigations conducted by subordinate staff to ensure facility/department policies/procedures are being followed
- Manages the overtime budget for the assigned unit.
- Provides leadership to build the necessary therapeutic team environment for the cottage

Bargaining Unit:

- Juvenile Correctional Officer I, II: Represented
- Supervisor: Not Represented

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Statutory Requirements: Assignment as a Juvenile Correctional Officer in Juvenile Justice Division must be in accordance to 9-2A-18 NMSA Annotated 1978, Juvenile Correctional Officer Services.

Conditions of Employment: Potential risk of physical harm from juvenile actions. Work is performed in a correctional setting.

The following conditions are also applicable.

- Incumbents must have a personal telephone and must be willing to give this phone number to the supervisor.
- Incumbents must possess and maintain a valid driver's license at all times.
- Incumbents must be willing to accept changes in geographic assignment; travel; work shifts, overtime, holidays, and weekends; and be called back to work for emergencies.
- Incumbents must be willing to work with offenders who exhibit high-risk behaviors and require intervention or services.
- Incumbents must be willing to be exposed to potential risk from offenders who are possibly under the influence of drugs or alcohol or otherwise distressed.

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 12/5/2014

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*