

*JUVENILE BOARD*

PHIL GRANT,  
Judge, 9<sup>th</sup> Judicial District  
LISA MICHALK,  
Judge, 221<sup>st</sup> Judicial District  
CARA WOOD,  
Judge, 284<sup>th</sup> Judicial District  
KATHLEEN A. HAMILTON,  
Judge, 359<sup>th</sup> Judicial District  
K. MICHAEL MAYES,  
Judge, 410<sup>th</sup> Judicial District  
TRACY GILBERT,  
Judge, 418<sup>th</sup> Judicial District  
PATTY MAGINNIS,  
Judge, 435<sup>th</sup> Judicial District

**BRUCE GUSLER,**  
Director



**MONTGOMERY COUNTY**  
**OLEN UNDERWOOD JUVENILE JUSTICE CENTER**  
**200 ACADEMY DRIVE**  
**CONROE, TEXAS 77301**

*JUVENILE BOARD*

DENNIS WATSON,  
Judge, County Court at Law No. 1  
CLAUDIA LAIRD,  
Judge, County Court at Law No. 2  
PATRICE McDONALD,  
Judge, County Court at Law No. 3  
MARY ANN TURNER,  
Judge, County Court at Law No. 4  
KEITH M. STEWART,  
Judge, County Court at Law No.  
CRAIG DOYAL,  
County Judge

**Phone (936) 760-5805**  
**Fax (936) 760-5851**

## **JOB POSTING**

**Posted: 1/3/2016**

**JOB TITLE:** Juvenile Supervision Officer

**SALARY:** \$ 1,295.94/ Bi-Weekly  
\$ 33,694.44 / Annual

**An unofficial Job Description outlining the basic responsibilities and requirements is attached.**

**OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED TO:**

**HR Specialist**  
**200 Academy Drive**  
**Conroe, TX 77301**

**APPLICATIONS WILL BE ACCEPTED UNTIL FILLED**

**AFTER RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS MUST PASS A DRUG SCREEN BEFORE THEY BECOME EMPLOYEES OF MONTGOMERY COUNTY. HALF THE COST OF THE TEST WILL BE THE APPLICANTS RESPONSIBILITY.**

**ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE.**

**THE MONTGOMERY COUNTY JUVENILE PROBATION DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER.**

## MONTGOMERY COUNTY JUVENILE DEPARTMENT

**JOB TITLE:** Juvenile Supervision Officer

**SALARY:** \$ 1,295.94/ Bi-Weekly  
\$ 33,694.44 / Annual

### **BASIC RESPONSIBILITIES:**

Under the supervision of the Assistant Deputy Director of Detention, the Supervision Officer will assist the detention control room person as well as the detention floor staff in daily operations of the detention facility

### **EXAMPLES OF DUTIES:**

- Coordinate the delivery of meals from the county jail to the detention facility
- Maintain a safe, secure detention atmosphere
- Attend to children's emotional and physical needs
- Monitor group dynamics to prevent fighting and escape attempts
- Assist in the supervision of detained youth during program periods
- Strip search/frisk detainees as required
- Conduct room searches
- Monitor detainees every 10 to 15 minutes while in their rooms
- Screen visitors
- Assist in the movement of detainees from one part of the facility to another
- Be knowledgeable of TJJD detention standards
- Assist in the completion of referral paperwork
- Maintain daily detention rosters regarding the total of number of detained youth, name, sex and referring offense of each child
- Maintain a log book of day to day events in the detention center

- Maintain suicide watches on children who exhibit self-destructive tendencies
- Administer and record all medication needed by a child
- Enter data in the computer on a daily basis
- Transport children as needed
- Perform first aid/CPR on detainees in emergency situations
- Aid in court security as needed
- Maintain, organize and update files on each detainee
- Assist their department personnel as needed
- Perform housekeeping duties, i.e. laundry
- Maintain cleanliness of facility in an orderly manner
- Maintain daily record of visitors
- Ability to lift a minimum of 25 lbs.
- Ability to participate in the physical / mechanical restraint of an out of control youth
- Performs other duties as they are assigned

## **REQUIREMENTS**

### **Training and Experience:**

- High school graduate or equivalent. Preference will be given to applicant's who have college credits or work experience in a related field

### **Special Knowledge, Skills and Abilities:**

- Commitment to the department's vision of developing people to their full potential
- Ability to work comfortably with children of adolescent age
- An understanding of adolescent behavioral patterns and ability to apply good judgment to problems of juveniles
- Have a friendly and cheerful disposition
- Ability to work harmoniously with all staff

- Dedication and flexibility
- Knowledge of developmental needs of adolescents

**Additional Requirements:**

- Must be at least 21 years of age
- Possess a valid Texas Driver's License (if employee is coming to this position from another state, this requirement must be met no later than thirty days following the date of employment)
- Must have a telephone number at which he/she can be reached
- Must have access to a vehicle that can be used while on duty and be able to provide proof of liability insurance on said vehicle
- Must be able to pass physical agility test