



## EMPLOYMENT OPPORTUNITY

# ASSISTANT JUVENILE HALL COUNSELOR I

**NOTE: THIS IS A TEMPORARY, NON BENEFITED ON-CALL POSITION, INVOLVING 12 HOUR ROTATING SHIFTS NIGHTS, WEEKENDS AND HOLIDAYS.**

### **SALARY**

\$11.19 per hour

### **FILING DEADLINE**

5:00 p.m., Continuous

### **DUTIES AND RESPONSIBILITIES**

*The Assistant Juvenile Hall Counselor provides for the counseling, care, welfare and custody of the wards of Juvenile Hall. The major duties of the job include:*

- Plan, organize and supervise programs for a group of juveniles, including such activities as housekeeping chores, personal hygiene, meals and recreational activities.
- Maintain order and effective discipline and instruct in acceptable behavior; take proper action with noncooperating juveniles.
- Observe and record information concerning juveniles' behavior, attitude, appearance, interests and skills; maintain necessary logs and reports.
- Receive, admit and release juveniles upon receipt of proper authority; contact parents, probation officers, law enforcement and other individuals as required.
- Complete appropriate forms and orient newcomers; issue clothing and assign quarters; explain the purposes and procedures of Juvenile Hall.
- May be assigned to housekeeping and other chores at the Juvenile Hall; may transport juveniles as necessary for medical care, court appearances and other needs.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Education:** Must possess a high school diploma or its equivalent.

**Experience:** Some experience working with juveniles preferred.

**License:** Possession of or ability to obtain a California driver's license.

#### **Additional Requirements:**

1. Possession of, or ability to obtain within ninety (90) days of employment and subsequently maintain current Basic First Aid and Cardiopulmonary (CPR) certificates.
2. Willingness and availability to work nights, weekends and holidays and unscheduled shifts.
3. Sufficient strength and dexterity to physically restrain hostile juveniles.
4. Mental stability to deal with emotionally charged and potentially verbally abusive hostile juveniles.

### ***Special Requirements:***

1. Must be at least 18 years of age at the time of application.
2. Must have no prior felony convictions unless fully pardoned.
3. Must be of good moral character as determined by a thorough examination of background, including fingerprint check.
4. Must pass a physical and psychological examination and be free of any physical, emotional or mental condition which might adversely affect the powers of a peace officer.
5. Must be a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.

### **SELECTION PROCESS**

Application materials will be reviewed, and qualified applicants will be invited to Susanville to sit for a written examination. Applicants who have successfully sat for the Juvenile Hall Counselor exam within the last six months can submit written proof in lieu of the test.

### **HOW TO APPLY**

An application may be obtained from the Personnel Office listed below or by visiting our website at <http://www.co.lassen.ca.us> .It is your responsibility to provide specific, accurate and complete information describing how you met the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department      ☎ (530) 251-8320 ☎  
221 South Roop Street  
Susanville, California 96130

Opened December 16, 2011

#### ☞ **GENERAL INFORMATION** ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires a pre-employment physical which includes drug screening.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.