



Victoria County, TX

POSITION PROFILE

Position Title:	JSO Supervisor	Effective Date:	April 2025
Department:	Juvenile Detention	Division:	Juvenile Detention
Accountable to:	Facility Administrator	Status:	Non- Exempt

Primary Objectives

Performs difficult work overseeing the daily operation and activities of detained juveniles, ensuring safety and compliance with facility procedures and state program requirements. Provides supervision and leadership to a team of officers to ensure effective implementation of programming services while maintaining a secure and rehabilitative environment. The Supervisor must possess strong leadership and organizational skills, strong written and verbal communication skills, and the ability to work with diverse populations.

Supervision Received

Work is performed under the general direction of the Facility Administrator.

Supervision Exercised

Supervision is exercised over subordinate personnel.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Directly supervises a team of officers and facilitates trainings with team to relay policy changes and compliance, security concerns, and any other necessary information
2. Monitors daily operations to ensure full compliance with facility policies and procedures. Communicate with Facility Administrator of any serious, unusual or potentially hazardous incidents to ensure appropriate action is taken.
3. Communicates regularly with facility nurse to ensure juveniles medical and physical needs are met. To include the distribution of medication and reviewing sick calls in the absence of the facility nurse.
4. Oversees night duties. (cleaning, security checks, documentation) Rotate through units and review logs for accuracy. Assist Control Officer monitor camera system and alert of any unusual activity.
5. Assist the Staff Services Coordinator in interviews for selection of Juvenile Supervision Officer applicant and hiring.
6. Adhere and comply with both PREA, and Abuse, Neglect and Exploitation requirements; Follow protocol of zero tolerance of sexual abuse, sexual harassment, and all forms of abuse, neglect including duty to report in accordance with departmental policy and Texas Administrative Code.

7. Reviews daily population report for accuracy and manages staffing ratio for program and non-program hours. Assist with juvenile-to-officer staffing compliance by monitoring daily staffing levels and adjusting as needed. Including initiating call-ins for additional officers in order to maintain appropriate supervision and provide safety and security of facility, staff and juveniles. Additionally, review staff leave request before submitting to Administration for final approval.
8. Maintains good community relations and coordinates with other county departments, outside agencies, law enforcement, probation departments, and the general public.
9. Directs and discipline personnel, conducts employee counseling including disciplinary action on staff as warranted, including termination.
10. Intervene immediately in potentially hostile situations, physically aggressive juveniles, crisis and emergencies, including escape attempts. Utilize conflict resolution, verbal de-escalation, and facility approved mechanical/physical restraint techniques on juveniles who pose a danger to themselves or others. Submit physical and mechanical restraint reports as required.
11. Review all juvenile disciplinary incidents for corrections and final approval prior to submitting. Including all seclusion packets and physical restraint forms for completion and accuracy.
12. Maintains current knowledge of Texas Juvenile Justice Department Administrative Code, juvenile laws and policies which could affect departmental services and implements new policy and procedures as needed.
13. Assist Facility Administrator/Assistant Facility Administrator by reviewing timekeeper for accuracy and necessary corrections.
14. Submit maintenance repair request as needed and inform Administration of any immediate concerns which has the potential to effect security of the facility.
15. Conducts annual performance evaluations for supervised staff. Provide constructive feedback to identify areas of improvement and continued professional growth.
16. Monitors and maintains a clean, safe and secure environment free of contraband through supervision rounds, head counts, inventory of keys, mechanical restraints, handcuffs, and conduct indoor and outdoor security checks and searches of residents and visitors.
17. Follow all directives issued by Facility Administrator/Assistant Facility Administrator or Administration promptly and professionally, maintaining a respectful and cooperative attitude at all times. Failure to do so may be considered insubordination.
18. Adhere to professional and ethical conduct by refraining from engaging in or encouraging negative discussions about co-workers, including confidential and personnel matters.

MINIMUM QUALIFICATIONS

- Must have a High School Diploma or GED from an accredited institution, and preferred three years experience in related field.
- Must be at least 21 years of age at time of employment.
- Must pass required criminal history check and DFPS screening prior to employment.

- Must complete training hours and pass state exam to obtain Juvenile Supervision Officer certification within 180 days of hire. Maintain state certification by completing a minimum of 80 hours of training every 2 years.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Essential Personnel with Travel Requirement: This position is classified as essential and requires availability during emergencies, natural disasters, or other critical events. The employee may be required to report to work, remain on duty for extended periods, and travel out of town potentially on short notice—in the event of evacuations or relocation of operations.
- Stand or walk majority of time. Job requires bending, kneeling, squatting, pushing, pulling with strength, running for short bursts, and have the ability to lift/carry 50-75 pounds.
- Work 12 hour shifts to include rotating night and day and subject to on call rotation.
- Must be able to work in high noise level environment

Physical Exertion (Pounds)	
Up to 10	Regularly
Up to 25	Regularly
Up to 50	Occasionally
Up to 100	Occasionally
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Loud

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

ACKNOWLEDGMENT:

I understand that my duties are not limited to those listed and that I can be assigned responsibilities as required. I understand that my work schedule may change during the course of my employment and that some over-time may be required. I further understand that this job description does not constitute a written or implied contract of employment. I understand that if I am employed, such employment is for no definite period of time and that Victoria County can change wages, benefits and conditions at any time. I agree that my employment may be terminated by this organization at any time without liability for wages or salary except those that have been earned at the date of such termination. I have had this job description explained to me and have received a copy.

Employee

Date

Facility Administrator

Date