



**PARISH OF CADDO**  
**Department of Finance**  
**Human Resources Division**  
**505 Travis Street, Suite 840**  
**Shreveport, LA 71101**  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Closing Date:  
 Starting Rate:

Equal Opportunity Employer

**PERSONNEL CLASS SPECIFICATION**

*EFFECTIVE:*  
 08/10/2006;11/28/06;01/01/07

JOB TITLE: Security Counselor I

DEPARTMENT: Juvenile/Detention

FLSA Status: Non-Exempt

HOURS: shift work

SALARY RANGE: \$11.19 - \$16.83

GRADE: 12

Under general supervision, is responsible for shift work of routine difficulty in providing for the needs and supervision of activities and routine requirement of juvenile residents.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Answers telephone and escorts residents to visiting area. Checks residents' rooms and provides daily toiletry items. Assigns tasks to residents, assist and monitor residents in classroom.
- Checks room and building security, maintains positive control of facility's keys. Insures that positive sex segregation is maintained in rooms.
- Supervises recreational activities, personal grooming standards and insures that all Court directives as appropriate are carried out. Counsels with residents regarding personal grooming and hygiene standards, problem behavior and facility rules on a group basis.
- Works shifts as assigned by appropriate authority. Follows all Post Orders, policies and procedures.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Must have a high school diploma or (GED) equivalent.
- Some experience in social work, security work, law enforcement or other related activities, i.e., school, youth counseling, scouts, etc. is preferred.
- Background must be free of any criminal activities.
- Must be willing to work with delinquents.
- Must be able to effectively communicate both orally and in writing.
- Ability to comprehend both written and oral instructions.
- Ability to develop and maintain courteous and effective working relationships with residents, staff and the public.
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and run as required by the job, lift /carry up to fifty (50) pounds, and assist with lifting up to one-hundred-fifty (150) pounds.