



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

Date Posted:
 Closing Date:
 Starting Rate:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

EFFECTIVE:
 09/27/2006;11/28/06;01/01/07

JOB TITLE: Security Counselor II

DEPARTMENT: Juvenile/Detention

FLSA Status: Non-Exempt

HOURS: shift work

SALARY RANGE: \$11.66 - \$17.53

GRADE: 13

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. Provides supervision of Security Counselor's I on shift duty.

DUTIES AND RESPONSIBILITIES

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

- Answers telephone and escorts inmates to visiting area, check inmates' rooms, provides daily toiletry items, assigns tasks to inmates.
- Supervises recreational activities, personal grooming standards and insures that all appropriate Court directives are carried out. Responsible for room and building security, maintains positive control of facility's keys.
- Insures that positive sex segregation is maintained in rooms.
- Works as shift leader of assigned shifts.
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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.
- A minimum of one year experience as a Security Counselor I or other equivalent social work or security background 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.