



**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:*  
*09/27/2006;11/28/06*  
*REVISED: 12/6/06;01/01/07*

JOB TITLE: Security Counselor III

DEPARTMENT: Juvenile/Detention

FLSA Status: Non-Exempt

HOURS: shift work

SALARY RANGE: \$12.22 - \$18.39

GRADE: 14

Under general supervision, is responsible for performing and coordinating shift work of routine difficulty in providing for the needs and supervision of activities and routine requirements of juvenile inmates. This position reports to the Assistant Juvenile Detention Manager.

**DUTIES AND RESPONSIBILITIES**

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

- Responsible for the management and supervision of all youth subordinate staff in the assigned units of the facility.
- Responsible for preparing work reports, schedules and personnel recommendations.
- Assures job tasks are performed according to policies and procedures.
- Assures adequate staffing levels for all assigned shifts.
- Responsible for conducting staff meetings and training.

**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 two years experience as a Security Counselor II or other equivalent social work or security background is preferred.
- Must be willing to work with delinquents.
- Must be able to effectively communicate both orally and in writing
- Background must be free of any criminal activities.
- 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.