



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

**GROUP COUNSELOR I**  
**Application Deadline: November 9, 2010**

**DEPARTMENT:** Probation, Juvenile Institutions  
**LOCATION:** Independence, CA  
**SALARY:** Range 62 \$3426 \$3600 \$3780 \$3963 \$4166\*\*

**\*\*BENEFITS:** CalPERS Retirement System (2% at 55) – employee contribution of 7% paid by Inyo County (EPMC reported as wages). Medical Plan – employee responsibility for employee and dependent monthly premium is 1% of base salary on PERS Choice plan; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year. **When sufficient job knowledge and work performance have been demonstrated and the requirements of the one-year probationary period successfully completed, an incumbent may move to the level of Group Counselor II (Range 64) upon recommendation of the department head.**

**ESSENTIAL JOB DUTIES:** Under the direction of and in cooperation with the Supervising Counselor, supervises and directs the conduct of juvenile detainees; receives and releases juveniles and their personal property; conducts intake process on all juvenile detainees, including pictures and fingerprints; visually and physically inspects juveniles in custody, their property, and their quarters for contraband, including narcotics and weapons; observes and reports on group and individual attitudes and behavior; conducts group and individual counseling sessions; instructs juvenile offenders in acceptable social conduct; enforces discipline and maintains security; checks building and nearby grounds for irregular circumstances related to possible escape and/or contraband; conducts programs designed to prepare juvenile detainees for release; monitors sanitary conditions and orderliness of facilities; supervises juvenile inmates in performance of routine custodial work; processes juvenile offenders for release from or transfer to detention facilities; transports juveniles in restraints to and from other juvenile halls, state facilities, and courts; issues clothing and hygiene items; administers first aid; dispenses medications prescribed by doctors to juvenile detainees; maintains extensive inmate records; trains, directs, supervises, and evaluates part-time staff; participates in staff meetings to monitor policy and adjust procedures as necessary; observes, records, and provides information on juveniles' behavior, attitude, interests, and skills; confers with supervisors and custody-related service providers regarding behavioral or other inmate problems; takes appropriate action in emergency situations; prepares written reports; may perform in-community transition services; other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Experience/Education:** A high school graduate or equivalent with one year of experience involving the supervision, care, and leadership of juvenile groups; an associate degree in the social or behavioral sciences or a related field is preferred. Must be at least 21 years of age.

**Knowledge of:** The principles and methods related to the detention, supervision, discipline, care, and leadership of juveniles in confinement; counseling methods and techniques related to the needs, problems, attitudes, motivation, and behavior of juveniles; minority group relations; gang activities; individual and group leadership; instructional programs for juveniles; juvenile inmate grievance procedures; fire safety; defensive tactics; security and emergency procedures; movement of juvenile detainees; legal responsibilities and liabilities; judicial procedures; courtroom demeanor and behavior; rules, regulations, practices, and procedures in the ongoing operation of the county juvenile hall; laws pertaining to local detention and holding areas; report writing; care and operation of law enforcement equipment; personal hygiene; first aid and CPR.

**Ability to:** Provide individual and group supervision, counseling, and leadership; plan and direct recreational and work activities; control, direct, and instruct juvenile detainees; promote acceptable attitudes and behavior of juveniles while in confinement; effectively communicate procedures and rules; observe, remember, and record events accurately; make quick, effective, and reasonable decisions in emergencies, and take appropriate action; physically restrain adolescents out of control; learn, interpret, and enforce juvenile hall rules, regulations, and other policies with firmness, tact, and impartiality; deal with people in stress situations; maintain harmonious relations with other County and school employees and the public; understand and carry out oral and written directions; prepare and present clear and comprehensive written and oral reports; meet and maintain standards of physical endurance and agility; use and care for law enforcement equipment, including the standard broadcasting procedure of a two-way radio system; transport juvenile offenders in all weather conditions; ability to use various cleaning solvents; administer first aid and CPR; work cooperatively with parents/guardians and other contacted in the course of work.

**Physical ability to:** Physically restrain minors up to 18 years of age; sit, stand, walk, run, kneel, crouch, stoop, squat, twist, and climb; lift and carry up to 50 pounds; exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile and violent situations. Incumbents may perform work inside a locked facility and outside, which will include exposure to the heat, cold, and dust.

**Special requirements:** Must pass physical examination, including drug screen, extensive personal background check, and psychological evaluation; earn valid first aid and CPR certificates; must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles. Must be willing and available to work various day and night shifts, weekends, and/or holidays. Must possess sufficient strength and dexterity to physically restrain hostile juveniles. Must be at least 21 years of age.

The individual selected for the position must: (1) successfully complete Section 832 Penal Code training (arrest, search, and seizure) within 90 days from the date of hire; (2) maintain a valid first aid and CPR certificate, and (3) successfully complete STC Core training for juvenile counselors. The training required for this position will be provided at no expense to the individual hired.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and will include a qualification screening, a standardized written state examination, and oral interview of those applicants scoring above the cut-off standard score. May be required to successfully complete a physical agility test.

**APPLICATION:** Applications must be received no later than 5:00 p.m., November 9, 2010 (postmarks not accepted). Applications must be received at the Personnel Office, P.O. Box 249, Independence, CA 93526 (postmarks not accepted). Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. Incomplete applications will not be processed. **It is not acceptable to complete the application with statements like, "See/Refer to Resume", or "See Attached".**

**THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTY-WIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.**

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.