

# State of Georgia Job Description

**Job Family:** Law Enforcement  
**Job Code:** PSP223  
**Job Title:** Juvenile Correctional Sergeant  
**Functional Level:** Professional Law Enforcement (PLE)  
**Pay Plan:** Law Enforcement Salary Plan (LAW)  
**Grade:** LH  
**Salary Range:** \$42,317.52 - \$54,684.65 - \$67,051.77

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## **Job Summary:**

Positively impact the lives of youth in the care of the Department of Juvenile Justice through the collaborative creation and maintenance of a safe, therapeutic, and educational environment in facilities. Provide support, guidance, and structure for our detained youth by modeling, encouraging, and reinforcing pro-social behaviors to include patience, empathy, cooperation, professionalism, and respect. Supervises, guides and/or instructs the work assignments of subordinate staff. Assists shift supervisor with administration of the facility.

## **Primary Duties & Responsibilities:**

- Assumes responsibility for the custody, security, and care of youth through adherence to policies and standard operating procedures governing the Georgia Department of Juvenile Justice.
- Ensures the provision of direct support, guidance, and structure for detained youth with an emphasis on safety, personal conduct, care, and rehabilitation
- Completes administrative paperwork, preparation and maintenance of records, forms and report
- Inspects, inventories, and maintains control of various security equipment and technology to successfully support the safety and well-being of juveniles served in facilities.
- Maintains order and discipline by intervening with youth through active supervision and controlling inappropriate youth behavior to maintain a safe and secure environment.
- Provides support in training, selecting, and orienting subordinate correctional security staff.
- Reads and reviews youth information to identify issues that require special attention.
- Oversees officer activities and performance to ensure that the custody, security, and welfare of youth is maintained.
- Position may serve as the Shift Supervisor in the absence of the Lieutenant.

## **Entry Qualifications:**

High school diploma/GED and six (6) months of experience as a Juvenile Correctional Officer 3 (PSP222) or equivalent. Must successfully complete Leadership Core Basic, Intermediate, and Advanced within the first six months of employment; or four (4) years of military experience. Must possess and maintain State of Georgia Georgia P.O.S.T. certification within the first six (6) months of employment.

## **Preferred Qualifications:**

In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

### **NOTE:**

*The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but is not a comprehensive and exhaustive list. Employees may be required to perform other duties as assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity, with or without reasonable accommodation.*

