

JOB TITLE: Community Surveillance Officer  
EMPLOYEE:

DOT #: 195.107-046  
CLAIM #



## KING COUNTY ON SITE JOB ANALYSIS

**JOB TITLE AND CLASSIFICATION** Community Surveillance Officer

**DOT TITLE** Probation and Parole Officer

**DEPARTMENT** Adult and Juvenile Detention, Juvenile Division

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 8

**JOB STATUS** Full Time, Career Service.

**ADDRESS OF WORKSITE** 1211 East Alder Street, Seattle, WA 98122

**CONTACT** DAJD Human Resources, 206-477-2400 (updated 01/28/2016)

**DATE COMPLETED** 9/16/02

**WORK HOURS** 8:00am to 4:00pm 8 hours per day, either day or swing shift, with 3 consecutive days off every other week.

**OVERTIME** Optional on a rare occasion approximately once every 2 weeks. Fair Labor Standards Act, Non-Exempt (hourly).

### JOB DESCRIPTION

Monitors/supervises youth in Alternatives to Secure Detention to insure compliance with court orders and program compliance.

### ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### JOB SPECIFIC REQUIREMENTS

Bachelor's degree in social services, law and justice or related field or four years of work experience in a community or correctional facility interacting with adult offender or delinquent, physically aggressive youth or gangs or any equivalent combination of the required education and experience.

### ESSENTIAL FUNCTIONS Listed in order of importance

1. Monitors youth in person at home, school and work, and by telephone to insure compliance with court orders and curfews.
2. Supervises youth, while at Reporting Center, to insure program compliance.
3. Develops and maintains contacts with community resources, including schools and employers, and secures information on attendance and behavior.
4. Reviews files, court orders and contracts with youth and parents to ensure understanding, consistency and agreement, and to assist youth in meeting goals.
5. Maintains records of daily contact with youth, behavior issues, and any changes in circumstances.

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6. Responds to crises and provides conflict resolution.
7. Accounts for electronic monitoring equipment, entering/updating files in computer, approving curfew exceptions, and provides backup for ASD specialist to hook-up equipment in the home.
8. Ability to travel to various County locations in a timely manner.
9. Facilitates client's efforts to fulfill all requirements and conditions of court order and individual treatment plan.
10. Provides transportation such as trips to various agencies, schools, treatment facilities and job interviews.
11. Makes daily random telephone contacts with youths on community supervision or conditional release.
12. Writes clear and detailed reports for Juvenile Probation Counselors and does monthly Juvenile Rehabilitation Assessments.
13. Reviews court orders or contracts with youth and parents to ensure understanding and agreement.
14. Participates in meetings to work on treatment plans and intervention strategies for individual clients.
15. Maintains regular contact with community agencies that provide services to youths on community supervision.

### **NON-ESSENTIAL FUNCTIONS**

1. Perform clerical functions such as utilizing office equipment including a photocopier and fax machine to prepare paperwork.
2. Participate on various committees.
3. Perform scheduling for work crews.
4. Prepare files.
5. Pick up meals from the jail.

### **TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED**

County van with an automatic transmission, County vehicle with an automatic transmission, electronic monitoring equipment (anklet, telephone cord and box), computer, telephone, fax machine, photocopier, two-way radio, cellular telephone, utility bag, food trays, screwdriver, scissors, wire cutters, latex gloves, urine analysis cup and batteries.

### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

**This job is classified as** Light, but Sedentary in this particular position.

### **Standing**

Occasionally on cement, asphalt, wood, carpet, linoleum, gravel, grass and dirt surfaces for up to 5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while conversing with youth and co-workers. The employee can sit and stand as needed.

### **Walking**

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Occasionally on cement, asphalt, wood, carpet, linoleum, gravel, grass and dirt surfaces for distances of up to 100 yards for up to 5 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs while walking to or from the residence of a youth.

### **Sitting**

Continuously on an office chair or automobile seat for up to 45 minutes at a time for up to 6.5 hours total in a work shift. Most commonly occurs while talking on the telephone, reviewing files and performing computer work.

### **Climbing stairs**

Occasionally for up to 1.5 minutes at a time while climbing up to 3 flights for up to 6 minutes total in a work shift. Most commonly occurs while entering or exiting a youth's residence.

### **Balancing**

Rare on wet or uneven surfaces for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while entering or exiting a youth's residence.

### **Bending/Stooping**

Rare on wet or uneven surfaces for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while applying monitoring anklet, installing electronic monitoring equipment and reaching for objects on low shelves or in low drawers. The worker may be able to reduce bending/stooping by alternating with crouching or kneeling.

### **Kneeling**

Rare on wet or uneven surfaces for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while applying monitoring anklet, installing electronic monitoring equipment and reaching for objects on low shelves or in low drawers. The worker may be able to reduce kneeling by alternating with crouching or bending/stooping.

### **Crouching**

Rare on wet or uneven surfaces for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while applying monitoring anklet, installing electronic monitoring equipment and reaching for objects on low shelves or in low drawers. The worker may be able to reduce crouching by alternating with kneeling or bending/stooping.

### **Operating Controls with Feet**

Frequently for up to 45 minutes at a time for up to 4 hours total in a work shift while driving a County vehicle with an automatic transmission.

### **Reaching above shoulder height**

Rare for up to 10 seconds at a time for up to 1 minute total in a work shift while removing or replacing items on upper shelves or in upper drawers.

### **Reaching at waist to shoulder height**

Frequently for up to 45 minutes at a time for up to 6.5 hours total in a work shift while driving a County vehicle with an automatic transmission, manipulating files and performing computer duties.

### **Reaching at knee to waist height**

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Occasionally for up to 30 seconds at a time for up to 10 minutes total in a work shift while installing a phone box or reaching for files in lower file drawers.

### **Reaching at floor to knee height**

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while applying monitoring anklet, installing electronic monitoring equipment and reaching for objects on low shelves or in low drawers.

### **Lifting 1-10 pounds**

Occasionally for up to 30 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 2-6 pounds while manipulating electronic monitoring devices and a utility bag.

### **Carrying 1-10- pounds**

Occasionally for distances of up to 100 yards for up to 5 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs with weights of 2-6 pounds while carrying electronic monitoring devices and a utility bag to and from youth residences.

### **Pushing and Pulling**

Occasionally for distances of up to 100 yards for up to 5 minutes at a time with a force of up to 7 pounds and up to 12 minutes total in a work shift. Most commonly occurs while pushing a food cart between buildings as well as opening and closing doors.

### **Handling**

Frequently for up to 45 minutes at a time for up to 5 hours total in a work shift while driving a County vehicle with an automatic transmission and pushing the food cart as well as carrying a utility bag or electronic monitoring equipment.

### **Operating Controls with Hands**

Frequently for up to 45 minutes at a time for up to 5 hours total in a work shift while driving a County vehicle with an automatic transmission and using the computer mouse.

### **Fingering**

Continuously for up to 10 minutes at a time for up to 6 hours total in a work shift while typing, writing, manipulating documents and installing electronic monitoring equipment.

### **Talking**

Continuously for up to 5 minutes at a time for up to 6 hours total in a work shift while conversing with co-workers, participating in meetings, reviewing court orders with youth and their parents as well as telephonically monitoring youth.

### **Hearing**

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while identifying potential hazards such as potentially hostile or violent youth.

### **Near acuity—clarity of vision at 20 inches or less**

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Continuously for up to 45 minutes at a time for up to 6 hours total in a work shift while reading documents and performing computer duties.

**Far acuity—clarity of vision at 20 feet or more**

Frequently for up to 45 minutes at a time for up to 5 hours total in a work shift while driving a County vehicle and supervising youths within the Youth Detention facility.

**Depth perception—three dimensional vision**

Frequently for up to 45 minutes at a time for up to 5 hours total in a work shift while driving a County vehicle and supervising youths within the Youth Detention facility.

**Color vision—ability to identify and distinguish colors**

Rare for up to 10 seconds at a time for up to 1 minute total in a work shift while distinguishing between the red and green lights on the electronic monitoring system to ensure proper functionality.

**Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point**

Frequently for up to 45 minutes at a time for up to 5 hours total in a work shift while driving a County vehicle and supervising youths within the Youth Detention facility.

**Night vision--seeing after sundown with minimal or no supplemental light sources**

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while working during the swing shift.

**TEMPERAMENTS**

Directing, controlling, or planning activities of others: Continuously

Performing repetitive or short-cycle work: Continuously

Influencing people in their opinions, attitudes, and judgments: Rare

Performing a variety of duties: Continuously

Working alone or apart in physical isolation from others: Frequently

Working effectively under stress: Continuously

Attaining precise set limits, tolerances, and standards: Frequently

Working under specific instructions: Continuously

Working with others: Frequently

Making judgments and decisions: Continuously

**ENVIRONMENTAL FACTORS**

Work is performed in a wide variety of areas that can range from substandard living conditions and structures to an office environment. Substandard living conditions may expose the worker to unsanitary or potentially harmful conditions that may include: trip hazards, uneven and rocky stream channels, disease, collapsing structures, cesspools, animal bites, flea and insect infestation, threat to bodily harm, and asbestos. Work is also performed in a youth detention facility setting with direct interaction with detainees. The work can also be performed at the residences of youth. Worker can be exposed to bodily fluids and biohazards on an occasional basis. The noise level is quiet to very loud.

**Workers are exposed to**

Outside weather: Occasionally

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Wet: Rare

Humidity/dampness: Rare

Fumes: Occasionally

Odors: Occasionally

Dusts: Occasionally

Mists: Rare

Poor ventilation: Rare

Vibration: Frequently

Radiation: Rare

Toxic or caustic chemicals: Rare

**POTENTIAL MODIFICATIONS TO JOB**

Ergonomic chair to promote proper posture when performing computer duties and reviewing files.

Luggage cart to reduce carrying.

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Signature & title of evaluator

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Date

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Signature & title of contact

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Date

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Signature & title of employee

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Date

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**HEALTH CARE PROVIDER SECTION**

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours effective: \_\_\_\_\_

☐ The employee is released to perform the described duties on a reduced schedule effective: \_\_\_\_\_. The recommended schedule is: \_\_\_\_\_

☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_

☐ The employee is released to perform the described job with the following modifications/restrictions effective: \_\_\_\_\_

☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_

☐ The employee is not released to perform the described duties due to the following job functions: \_\_\_\_\_

☐ Temporary until \_\_\_\_\_ ☐ Permanent effective \_\_\_\_\_

☐ The employee is unable to work in any capacity.  
A release to work is: ☐ anticipated by \_\_\_\_\_ ☐ Not expected

The limitations are due to the following objective medical findings: \_\_\_\_\_

\_\_\_\_\_  
Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date

PLEASE FAX ANY RETURN TO WORK RELEASE OR RESTRICTION INFORMATION TO:  
DAJD Human Resources, King County Department of Adult and Juvenile Detention (DAJD) via:

- Fax #: 206-205-5666
- E-Mail (completed scanned documents): [LeaveMgmt.DAJD@kingcounty.gov](mailto:LeaveMgmt.DAJD@kingcounty.gov)
- Phone Contact: (206) 477-2400 (DAJD Human Resources)

Thank You!