
WARREN COUNTY JUVENILE DETENTION CENTER
900 Memorial Drive
Lebanon, OH 45036

POSITIONS AVAILABLE

JOB CLASSIFICATION TITLE: MALE and FEMALE CORRECTIONS OFFICER
DEPARTMENT: JUVENILE DETENTION CENTER
PROBATIONARY RATE: \$14.50/hr.
PAY RANGE: \$14.50-\$16.50
SCHEDULED HOURS: FULL-TIME POSITION AVAILABLE
CIVIL SERVICE STATUS: UNCLASSIFIED

REQUIREMENTS:

1. You must be 21 years old or older
2. High School diploma or equivalent
3. No tattoos which are visible while wearing the required uniform
4. All licenses and certifications listed in the Licensure and Certification Requirements Section of the attached position description

SEE ATTACHED POSITION DESCRIPTION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING JULY 10, 2018.

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US, COMPLETE THE APPLICATION, THEN SAVE TO YOUR DESKTOP AND E-MAIL TO: HEIDI.CONSTABLE@CO.WARREN.OH.US .

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. TUESDAY, JULY 24, 2018

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**Warren County Juvenile Detention Center
Position Description**

Position Title: Juvenile Corrections Officer

Division:	Detention Center	FSLA Status:	Non-exempt
Reports To:	Shift Supervisor	Civil Service Status:	Unclassified
Pay Range:	\$14.50 - \$16.50 per hour	Employment Status:	Full-time

*Step increases based upon annual evaluations

Probationary Period: 1 year + annual training requirements and certifications

Job Responsibilities:

Under general supervision, ensures security of the Juvenile Detention Center; monitors surveillance equipment and behavior of inmates of the facility; receives, searches, and processes individuals who are to be held in the facility; maintains logs and other required documents related to this job assignment; provides necessary services to detained youth.

Qualifications: Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities, listed above. An example of an acceptable qualification for this position is:

High School Diploma or equivalent with verifiable experience working with juveniles, experience working in a correctional setting, coursework relating to criminal justice, social work or other related field. Ability to successfully complete a background check, physical and psychological evaluation (upon conditional offer of employment) to determine applicant's ability to adequately perform duties of the position. Applicant must pass a drug screen. Must be 21 years of age at time of appointment.

Licensure and Certification Requirements:

Valid Ohio Driver's License and financial responsibility in accordance with Ohio law (automobile insurance).

Must be physically capable of taking, qualifying and re-qualifying in Cardiopulmonary Resuscitation (CPR) annually and Automatic External Defibrillator (AED) & First Aid bi-annually.

Must be physically capable of taking, qualifying and re-qualifying in Response to Resistance (Defensive Tactics) annually.

Must be physically capable of participating in the Physical Fitness Program annually.

Warren County Juvenile Detention Center
Position Description

Position Title: **Juvenile Corrections Officer**

Essential Functions:

- 30% Monitors behavior of facility inmates directly or using surveillance equipment; supervises inmates during meal, school, work, and recreational activities; monitors sleeping, bathing, visitation and related activities; arranges and verifies inmate attendance at court proceedings, sick call, or outside medical or dental appointments and counseling programs.

 - 25% Monitors the security of the facility (including inner and outer perimeters) and other employees; conducts security checks (e.g., checks lights, locks, computerized control panel, monitoring equipment, etc.); controls entrance and exit of individuals (including all inmates) entering or leaving the facility; operates electronically secured doors and gates according to established procedures; maintains key control and issuance and receipts of keys to and from authorized persons; alerts facility staff and other authorities to breaches of security or other emergencies; maintains weapons control of incoming persons.

 - 5% Utilizes appropriate tools of restraint (e.g., shackles, cuffs, chains, etc.) to physically restrain/subdue inmates during transports or disturbances (e.g., escape attempts, fights, etc.). Practice standardized restraint methods using Response to Resistance continuum and training manual to protect person and other individuals from bodily injury.

 - 10% Prepares and maintains various records and documents (e.g., incident reports, daily control logs, inmate property records, inmate classification and related records, etc.).

 - 20% Performs booking-in and booking-out procedures for all inmates committed to or released from the facility; provides for safekeeping of inmates' personal property and valuables; issues proper clothing, bedding, and accessories to inmates; ensures inmate access to telephone, legal and medical attentions, assigns inmates to appropriate housing area; provides and explains inmate rules of conduct and enforces facility discipline within established procedures.

 - 5% Serves and makes proper return of civil and/or criminal process on inmates; assists in investigation (incident) reports; participates in due process procedures and other activities related to inmate discipline; offers court testimony.
- Maintains required physical and mental condition to perform duties.
Maintains required certification(s) and required training hours.
Demonstrates regular and predictable attendance.

Warren County Juvenile Detention Center
Position Description

Position Title: **Juvenile Corrections Officer**

Other Duties and Responsibilities:

5% Provides necessary information to inmates; performs cleaning duties and additional duties or supervisory duties as requested by supervisor(s).

Positions Supervised: None

Knowledge Skills and Abilities: (* indicates developed after employment)

Knowledge of: department policies, procedures and regulations*; operations of electronic monitoring equipment*; detention security and safety practices*; record-keeping procedures*; supervision; Ohio criminal law and state and federal standards*.

Ability to: Interpret policies, procedures and regulations; communicate verbally and in writing; recognize threatening or hazardous situations and problems, establish facts and draw necessary conclusions for a proper course of action; develop and maintain effective working relationships with fellow employees, inmates and general public; maintain records.

Skill in: computerized control panel, typewriter, computer terminal.

Additional Working Conditions:

Occasional exposure to blood, bodily fluids and tissue.
Occasional exposure to physical harm by hostile inmates.

Equipment Operated:

Camera; copier; tools of physical restraint; computerized control panel; computer terminal;
CS/OC spray

This position description in no manner states or implies that these are the only duties and responsibilities, which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the position's supervisor, Appointing Authority or designee. This position description is presented only as a matter of general information. It is not intended to create, and does not create, a contract of employment, either express or implied, between the Juvenile Detention Center and any of its employees for employment, hours work, or the providing of benefits. Warren County Juvenile Detention Center employees are employees-at-will. Successful completion of the introductory period of employment does not confer rights to continued employment with the Court.

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approved by Appointing Authority Date

Employee's Signature Date