

GILA COUNTY PROBATION DEPARTMENT
1100 E. MONROE STREET, #200
GLOBE, ARIZONA 85501
(928) 425-7971

POSTED DATE: APRIL 6, 2007

DEPARTMENT: PROBATION

POSITION: JUVENILE DETENTION OFFICER TRAINEE

LOCATION: PAYSON

JOB CODE: 2007-003

OPEN UNTIL FILLED

ANNUAL SALARY: \$14.33/HR, UP TO 19 HRS/WEEK

NATURE OF WORK

Learns to perform duties of Juvenile Detention Officer, covering the care, custody and control of detainees and learns to maintain a safe and secure environment for detainees in a Juvenile Detention Facility in accordance with policies, procedures and regulations.

DUTIES AND RESPONSIBILITIES:

In a learning and training capacity, performs the following duties:

- Supervises the safety and security of the juvenile detainees, visitors and detention facilities; promotes acceptable attitude, and monitors behavior of detainees; provides care, custody and control of detainees according to policies, procedures, and regulations.
- Observes and monitors activities of juveniles, both directly and through the audio-visual monitoring system; controls and supervises the movement and activities of the detainees; performs physical searches of detainees, cells and common areas; administers medications and maintains records.
- Conducts booking and release of detainees; searches, examines and tests detainees according to policies; collects and inventories property; completes booking forms; upon release, returns all property and notifies victims; distributes records to appropriate parties; enters and confirms all detainee information on Juvenile On-Line Tracking System (JOLTS).
- Issues meals, clothing, bedding, medications and personal items to detainees; washes clothing and bedding as needed; cleans and performs minor maintenance of facility.
- Maintains records, log books, evaluation forms, and other required documentation; passes information on detainees to other Detention Facility Staff.
- Provides supervision of activities and maintains discipline; resolves problems and differences among the juvenile residents; collects and tests body fluid samples.
- Performs constant inspections of all detainees and detention facility areas; assures all areas of the facility are safe, secure, sanitary and free of contraband.
- Updates and maintains a variety of files, records, event logs, charts and other documents; maintains appropriate records and prepares reports as required.

WORKING ENVIRONMENT:

Work is performed in a Juvenile Detention Facility which may involve intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work occasionally involves personal danger, and potential exposure to hazardous situations; requires physical ability to subdue hostile individuals; and must be able to work in uniform during weekdays, weekends, and holidays on any assigned shift.

DISTINGUISHING CHARACTERISTICS:

Juvenile Detention Officer Trainee is the entry-level class in the Juvenile Detention Officer job family. Initially under close supervision, incumbents perform duties the more basic while custody and control of detainees learning detention operation rules, procedures and techniques. As experience is gained, duties become more diversified and are performed under more general supervision. Incumbents may advance to the higher levels after gaining the required experience and demonstrating proficiency, which meets the qualifications for the higher level class.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and work experience which would demonstrate the abilities to perform detention work. Must be a U.S. citizen and have no convictions; applicants must have an unrestricted Arizona driver's license upon appointment and must be 21 years of age; must successfully complete a background check as well as medical (which may include a urinalysis), polygraph, psychological, written and oral examinations prior to being appointed.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Department policies and procedures; techniques of inmate control and defensive tactics; hazardous chemicals and materials, first aid and CPR.

Ability to: Use effective custody and control procedures; escort prisoners to and from outside jail facilities, to and from court and other appointments; operate a personal computer and specialized software applications; Maintain composure under stressful conditions and emergency situations; remain alert at all times and reacting quickly and calmly in emergency situations; writing and completing accurate reports and observations; interacting with people of different social, economic, and ethnic backgrounds.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICATION CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDEGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.