

**GILA COUNTY PROBATION DEPARTMENT
JOB ANNOUNCEMENT**

1100 E. MONROE STREET, GLOBE, AZ 85501
714 S. BEELINE HIGHWAY, PAYSON, AZ 85541

POSITION POSTED: March 4, 2014

DEPARTMENT: **PROBATION** POSITION: **JUVENILE DETENTION OFFICER**

LOCATION: **GLOBE** JOB CODE: **2014-004**

CLOSING DATE: **OPEN UNTIL FILLED** SALARY: **\$14.32 PER HOUR**

NATURE OF WORK:

Provides for care, custody and control of detainees and maintains safe and secure environment for detainees, visitors and staff in accordance with policies, procedures and regulations.

DUTIES AND RESPONSIBILITIES:

- 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.
- 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 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.
- Coordinates detainee visitations with family, attorney, clergy, probation officers and counselors; assists in the coordination and delivery of educational services to all eligible juvenile detainees; transports detainees to and from doctor and/or mental health appointments.
- Provides supervision of activities and maintains discipline; resolves problems and differences among the juvenile residents; collects and tests body fluid samples.
- Assesses situations for potential volatility and takes appropriate action in accordance with departmental policies; accounts for keys and equipment during assigned shifts.
- 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.
- Assists with new employee orientation training, as well as regular in-service training; may serve as lead to other staff in the absence of supervisor.

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.

Job Title: Juvenile Detention Officer

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 felony convictions; applicants must have an unrestricted Arizona driver's license upon appointment and must be a US citizen and 21 years of age; Must successfully complete a background check as well as medical, polygraph, psychological, written and oral examinations prior to being appointed; Must maintain a level of physical fitness to meet Department standards; Must successfully complete the Detention Officer Academy and other training requirements.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Department policies and procedures; laws, regulations, policies and procedures related to juvenile detainees and correctional facilities; use-of-force rules; processes, standards and protocols for booking and releasing detainees; behavior patterns of incarcerated juveniles; techniques of detainee control and defensive tactics; discipline protocols, and grievance procedures; first aid and CPR.

Ability to: Communicate with detainees, mediate difficult situations, and 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.

Skills in: Making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; remaining alert at all times and reacting quickly and calmly in emergency situations; effectively dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment; writing and completing accurate reports and observations; operating specialized keys, locks and restraint equipment; 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 OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO 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.