

# GILA COUNTY PROBATION DEPARTMENT

## JOB ANNOUNCEMENT

1100 E. MONROE STREET, #200, GLOBE, AZ 85501  
714 S. BEELINE HIGHWAY, #104, PAYSON, AZ 85541

**DEPARTMENT:** Probation  
**LOCATION:** Globe / Payson  
**ANNUAL SALARY:** \$30,583 - \$32,112, DOE

**POSITION:** Juvenile Detention Officer  
**JOB CODE:** Open  
**CLOSING DATE:** Hiring Roster

### PURPOSE OF THE JOB

To ensure the security and safety of young people below the age of 18 who have been detained for crimes committed. This position controls and cares for detainees and the facility, maintains files, paperwork, and records, and communicates relevant information to other staff.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none"><li>• Provides for care, custody, and control of the juvenile detainees by monitoring and carrying out physical headcounts; and 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. Supervises the safety and security of the juvenile detainees, visitors and detention facilities; promotes acceptable attitude, and monitors behaviors of detainees; provides care, custody and control of detainees according to policies, procedures, and regulations.</li><li>• 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 properties and notifies victims; distributes records to appropriate parties; enters and confirms all detainee information on Juvenile On-line Tracking System (JOLTS).</li><li>• Issues meals, clothing, bedding, medications, and personal items to detainees; washes clothing and bedding as needed; cleans and performs minor maintenance of facility.</li></ul>	60%
<ul style="list-style-type: none"><li>• Maintains records, logbooks, evaluation forms, and other required documentation; passes information on detainees to other Detention Facility staff; and 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.</li><li>• Communicates appropriate information regarding detainees to other staff; cleans and maintains facility.</li><li>• Assesses situations for potential volatility and takes appropriate action in accordance with departmental policies; accounts for keys and equipment during assigned shifts.</li><li>• Updates and maintains a variety of files, records, event logs, charts and other documents; maintains appropriate records and prepares reports as required.</li></ul>	40%
<ul style="list-style-type: none"><li>• Performs other duties as assigned</li></ul>	

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget

### PROJECT RESPONSIBILITIES

This position has no responsibility over any projects.

### ORAL COMMUNICATION DUTIES

Explains County procedures to detainees and the public at large.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents emails and reports.

**INTERACTIONS WITH THE GENERAL PUBLIC**

Interacts extensively with employees, the public and other institutions over the telephone, by email, and/or in person.

**INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

Always (More than 85% in a year).

**MINIMUM EDUCATION REQUIRED**

High School Diploma or GED

**MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

No previous experience.

**PROFESSIONAL CREDENTIALS REQUIRED**

None

**KNOWLEDGE REQUIRED**

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 discipline protocols, and grievance procedures; first aid and CPR.

**SKILLS REQUIRED**

Active learning, active listening, analytical thinking, critical thinking, communicating diplomatically, problem recognition, problem solving, multi-tasking.

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 to emergency situations; effective 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, economical, ethnic backgrounds.

**ABILITIES REQUIRED**

Read and write a minimum of High-School level; maintain mental response and quickness, maintain calm demeanor in stressful situations, deductive reasoning and follow orders.

Ability to communicate with detainees, mediate difficult situations, and use effective custody and control procedure; escort prisoners to and from outside jail facilities; to and from courts and other appointments; operate personal computers and specialized software applications.

**PHYSICAL DEMANDS**

- Constantly stands to attend to watchmen duties, to attend to customers.
- Constantly lifts under 10 lbs., regularly lifts upto 25 lbs., rarely lifts over 75 lbs.
- Constantly requires dexterity for peacekeeping tools, for keyboard operation.
- Constantly walks to and from work sites, constantly bends to reach and grab, rarely stoops and crawls. Occasionally kneels, occasionally twists.
- Regularly requires physical abilities to subdue hostile individuals

**WORK ENVIRONMENT**

Work is performed in a juvenile jail environment and correctional facilities; work involves 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, uncontrollable and life threatening 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.

**SAFETY RISK EXPOSURE**

Incumbents in this position are generally exposed to occasional telephone verbal abuse by customers or citizens. Incumbents may become exposed to occasional physical danger, chemical hazards, bloodborne pathogens and communicable diseases.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. May be required to constantly use safety equipment, and compliance devices.

**CONSEQUENCES OF ERROR**

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

**SECURITY REQUIREMENTS**

None

**PHYSICAL FITNESS REQUIREMENTS**

None

**SPECIFIC EMPLOYMENT CONDITIONS**

Incumbents in this position must have an unrestricted Arizona driver's license upon appointment and must be a US citizen.

Prior to employment, incumbents must successfully complete a background check as well as written and oral examinations prior to being appointed.

**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.