

JOB OPENING ANNOUNCEMENT



Position Title: Detention Officer I

Department: Juvenile Services

Position Summary:

This is an entry-level position in the safekeeping of juveniles in custody at the Franklin County Juvenile Detention Center. Employee is responsible for protecting the well-being of juveniles in custody and maintaining constant, direct supervision in the Detention Center. Employee supervision is provided by the Director of Juvenile Detention and is supplemented with inspections performed by KDHE. Employees are expected to work independently in the performance of routine duties.

Franklin County participates in the Kansas Public Employees Retirement System (KPERs & KP&F).

How to Apply: Complete On-Line Application at www.HRePartners.com.

Base Salary: \$12.13 per hour depending on qualifications
Shift Differential: \$0.25 per hour (3 p.m. to 11 p.m.)
\$0.50 per hour (11 p.m. to 7 a.m.)

Date Opened: Monday, November 28, 2016

Date to Close: Open Until Filled

Hours: Rotating Shifts, evenings, weekends, holidays are required.
Overtime may be required. Shift differential for evening and night shifts.

Additional Information:

High School Diploma or GED required. Six to twelve months related experience or training required. Minimum of three credit hours of psychology from a Community College, College or University required. Must be at least 21 years of age.

Must possess and maintain a valid driver's license. Must pass KBI Background and SRS Child Abuse Central Registry checks. Must be able to obtain S.T.A.R.R. certification and CPR/First Aid certification within the first six months of employment.

Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six months of being awarded the position.

Franklin County conducts background checks and drug screening on all potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3444 at least two days prior to the scheduled test or interview.

Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. The attached job description does not constitute an employment agreement and is subject to change as the County's needs and requirements of the job change.

The State of Kansas and Franklin County are At-Will Employment jurisdictions. Applicants and/or employees with a disability as defined in the Americans with Disabilities Act may request accommodation to perform the position's functions. Requests should be directed to the Human Resources Director.

Franklin County is an Equal Employment Opportunity Employer.

Franklin County, Kansas Job Description

Title: Detention Officer I	Grade: 11
Reports To: Shift Supervisor	FLSA: Non-Exempt
Department: Juvenile Services	Modified Date: November 2016

JOB SUMMARY:

Entry-level position in the safekeeping of juveniles in custody at the Franklin County Juvenile Detention Center. Employee is responsible for protecting the well-being of juveniles in custody and maintaining constant, direct supervision in the Detention Center. Employee supervision is provided by the Director of Juvenile Detention and is supplemented with inspections performed by KDHE. Employees are expected to work independently in the performance of routine duties.

ESSENTIAL FUNCTIONS:

- Processes juveniles into and out of custody;
- Exercises immediate supervision over inmates within the facility; monitors conduct of juveniles in order to prevent escape or violence;
- Searches juveniles and cells for weapons, valuables, drugs or other contraband items;
- Drives passenger vehicles and trucks used to transport juveniles to other sites;
- Makes periodic inspections of facility to guard against injury to persons or property and to prevent prisoner escape;
- Enforces all regulations of the facility;
- Maintains watch over inmates for illness and injury; obtains medical attention for inmates when necessary; and ensures medical instructions are followed;
- Prepares and maintains appropriate facility and juvenile records and reports;
- Serves meals and issues bedding and clothing;
- Other duties as assigned;
- Ensures the juveniles are provided with proper amounts of meals, snacks and drinks;
- Completes cleaning duties in the workplace;
- Ensures that juveniles complete proper daily hygiene;
- Places CINC children into placement;
- Monitors phone calls and visitations;
- Communicates with other shift staff of incidents or problems with juveniles;
- Escort juveniles to court hearings, visitations and meetings with lawyers;
- Completes monthly inventory;
- Answers telephone;
- Works with placement organizations;
- Writes narrative reports describing events throughout the shift;
- Facilitates group discussions;
- Counsels and works with professionals on therapy and treatment for juveniles;
- Conducts head counts to ensure that each juvenile detainee is present;
- Monitors conduct of juvenile detainees in housing unit, or during work or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence;
- Inspects conditions of locks, window bars, grills, doors, and gates at correctional facilities to ensure security and help prevent escapes;
- Records information, such as juvenile detainee identification, charges, and incidences of inmate disturbance, and keeps daily logs of juvenile detainee activities;

- Searches juvenile detainees and conducts shakedowns of cells for valuables and contraband, such as weapons or drugs;
- Maintains discipline and order among juvenile detainees;
- Inspects mail for the presence of contraband;
- Segregates inmates based on severity of crime, gender, attitude, and health condition;
- Assures that daily activities and weekly activities are conducted during the shift in orderly activity during shift and that proper protocols are followed.

SECONDARY FUNCTIONS:

Performs other related duties as required.

SUPERVISORY FUNCTIONS:

None.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE:

- Knowledge of Kansas statutes as they relate to the care, custody and control of juvenile inmates;
- Knowledge of facility policy, procedures and responsibilities concerning the operation of the detention facility;
- Knowledge of the operation of the court system, including procedures and security;
- Knowledge of appropriate inmate disciplinary methods;
- Knowledge of appropriate methods to physically restrain combative inmates;
- Knowledge of basic arithmetic;
- Knowledge of correct grammar and spelling;
- Knowledge of basic drug identification and drug symptomology;
- Knowledge of due process as it applies to inmates;
- Knowledge of the Juvenile Intake and Assessment program and placement options for Children in Need of Care;
- Knowledge of juvenile rights;
- Knowledge of City, County, State and Federal Laws;
- Knowledge of bonding procedures.

ABILITY:

- Ability to effectively communicate verbally and through written documentation;
- Ability to understand and carry out instructions;
- Ability to analyze situations and to take quick, effective and reasonable courses of action;
- Ability to develop and maintain effective working relationships with all staff, other agencies and the public;
- Ability to understand, write and speak English clearly and distinctly; bi-lingual skills a plus;
- Ability to operate computer equipment;
- Ability to maintain simple records and make written reports;
- Ability to deal firmly and equitably with inmates;
- Ability to understand and carry out both oral and written directives;
- Ability to recognize changes in inmate behavior;
- Ability to recognize threatening symbols, situations, and language;
- Ability to be available on holidays, weekends, 24 hours a day;
- Ability to meet physical demands worksheet requirements.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Maintain a valid driver's license;
- KBI Background Check;
- SRS Child Abuse Central Registry Check,
- Required screenings or tests by the hiring county;
- S.T.A.R.R. Certified;
- CPR/First Aid Certified;

REQUIRED EDUCATION/OR EXPERIENCE:

- High school diploma or G.E.D.; and
- six months to twelve months related experience;
- or training or equivalent combination of education and experience;
- Minimum of three credit hours of psychology from a Community College, College or University;
- 21 years of age.

PREFERRED EDUCATION/OR EXPERIENCE:

- Associate's degree or equivalent from two year-college or technical school;
- or one year to two years related experience and/or training;
- Two years of experience working with juveniles or equivalent combination of education and experience.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear;
- The employee is frequently required to walk;
- The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell;
- The employee must occasionally lift and/or move up, push or pull up to 25 pounds; push or pull up to 50 pounds without assistance and up to 100 pounds or more with assistance;
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- The noise level in the work environment is usually moderate; however, it can increase to loud and chaotic;
- The employee may be exposed to dangerous situations.

Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. The attached job description does not constitute an employment agreement and is subject to change as the County's needs and requirements of the job change.