

Detention Officer

SANDUSKY COUNTY JUVENILE JUSTICE CENTER (SCJJC), JOB DESCRIPTION

Title: Detention Officer

Status: Unclassified, full-time

Job Summary: This entry level professional position performs duties related to the detention of juvenile offenders in a secure facility. This line officer reports to the Sergeant or Officer in Charge. Training for this position is on-the-job and lasts approximately 200 hours.

Essential Functions:

- Performs overall detention functions which may include: intake/release procedures, observation/monitoring of the residents in all settings during their stay, monitoring hygiene periods, preparing meals, running the Control Room, observing visitation, observing school and recreational activities, conducting some resident programming.
- Maintains equipment and supplies.
- Performs facility maintenance checks.
- Performs exterior/interior security checks.
- Performs minor repairs.
- Performs routine maintenance/janitorial tasks.
- Establishes and maintains external relationships with law enforcement, court system personnel, school systems personnel, parents of residents, etc.
- Performs laundry tasks.
- Performs clerical functions such as: answering phones, using a computer to send a receive messages, preparing correspondence, filing resident paperwork, typing reports, scanning paperwork and sending/receiving of faxes.
- Maintains regular and predictable attendance.
- Develops and maintain effective working relationships.

Preferred Knowledge and Skills:

- Knowledge of the criminal justice system.
- Basic knowledge of the operations of a youth detention facility.
- Possess or obtain a valid Ohio driver's license within thirty (30) days of appointment.
- Knowledge of basic office practices and procedures, computer systems and basic software programs.
- Must be able to follow directions, manage information, and maintain accurate records.
- Must have the demonstrated ability to maintain confidentiality, safeguard information of a sensitive nature.
- Must be detail-oriented and maintain accurate records.
- Must have competent written and oral communication skills.

Preferred Education and Experience:

- A high school diploma or GED.
- A solid work history.
- Some criminal justice experience would be beneficial.

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Equipment Use Required:

All office equipment, including, but not limited to, computers, keyboards, telephone system equipment, copiers, scanners, recorders, projectors, and facsimile machines.

Work Environment:

Work is performed in a climate controlled office setting. This employee may drive to meetings, seminars, or other County offices which may require outside exposure. Prolonged sitting is required, but it is interrupted by standing and walking. Must be able to bend, twist and have complete control of anatomical appendages. Some heavy lifting may be required. This position may require physical intervention with distraught and emotionally unbalanced youth. There may be exposure to bodily waste, tissue or fluids. This position works around and directly with incarcerated youth. Must be able type, record, communicate, and perform the essential functions of the position with or without reasonable accommodation.

Special notice: Reliable and consistent attendance is a requirement and essential function of all positions. All employees are expected to be punctual and dependable in order to meet the needs of this facility. Employee must be flexible in scheduling based on the needs of the SCJJC. A true willingness to do whatever it takes to get the job accomplished is imperative.

Sandusky County Juvenile Justice Center

Employee: _____

Approved by: _____

Date placed in employee's file: _____

Revision: Jun '22