

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b>	Court of Common Pleas	<b>Unit:</b>	Judicial Services
<b>Name:</b>		<b>Position Title:</b>	Detention Officer
<b>Class Title:</b>	Detention Officer	<b>Class Number:</b>	41441

<b>Dept./Div.:</b>	Probate-Juvenile Division	<b>Civil Service Status:</b>	Unclassified
<b>Reports To:</b>	Detention Sergeant	<b>Employment Status:</b>	Full-time
<b>Pay:</b>	Resolution	<b>FLSA Status:</b>	Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education with one (1) year training or experience working with young people in a controlled setting, youth services, criminal justice, or related field; prior experience in supervising youth is preferred; must successfully complete Juvenile Detention Officer 200-Hour orientation; must be 21 years of age or older at time of appointment and ability to establish mature rapport with juveniles.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

First aide and cardio-pulmonary resuscitation certificates, valid Ohio drivers license with acceptable driving record.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Typewriter, office copier, telephone, washer, dryer, floor buffer, vehicle, computer, fax, magnetometer, restraint devices, kitchen related equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** For purposes of ORC 4167.

Occasional - Exposure to bodily waste, tissue or fluid.

Periodic - Contact with potentially violent or emotionally distraught persons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. As a provision set by the Juvenile Court, employees who have direct contact with youths who are in the care and custody of the Detention Center; shall be considered serving in a Safety – Sensitive position and all functions of said position are to be considered Safety Sensitive. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Employee Print Name)

\_\_\_\_\_  
(Date)

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<b>Name:</b>	<b>Position Title:</b> Detention Officer
<b>Class Title:</b> Detention Officer	<b>Class Number:</b> 41441
<b>Supervisor's Title:</b> Detention Sergeant	<b>Number:</b> 41442

**Supervises:** N/A

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

65% (1) Performs detention functions; performs intake procedures (e.g., prepares paperwork, gives showers, marks clothes, secures money and personal items, places in cell, etc.); operates and monitors electronic security equipment; supervises lock-ups; observes visitation; observes recreation activities; performs inspections; secures and locks doors; conducts programming for and otherwise interacts with residents.

(1) **Knowledge of:** (a)\*; (b); (c); (d); (e).  
**Skill in:** (f).  
**Ability to:** (g); (h); (j); (k); (l); (p).

10% (2) Performs related service functions; distributes meals, medication, and personal items; collects, washes, and dries uniforms, bedding towels, and miscellaneous items.

(2) **Knowledge of:** (a)\*; (b); (c); (m).  
**Ability to:** (g); (h); (j); (l); (n); (o).

10% (3) Maintains facility, equipment and supplies, performs maintenance of facility and equipment; performs minor repairs of facility and equipment; performs custodial work.

(3) **Knowledge of:** (a)\*; (b); (c); (p).  
**Ability to:** (g); (h); (j); (l); (n); (o).

7% (4) Maintains external relationships; works with external agency officials and employees in performing organizational functions; communicates with law enforcement officers, probation officers, and parents.

(4) **Knowledge of:** (a)\*; (b); (d).  
**Ability to:** (g); (h); (j); (l).

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### OTHER DUTIES AND RESPONSIBILITIES:

8% (5) Performs clerical functions; answers telephone; provides assistance to general public; greets and directs visitors; prepares correspondence, forms, reports and other documents; receives and processes applications and other filed documents; makes copies.

(5) **Knowledge of:** (a)\*; (e); (q); (r).  
**Skill in:** (f)  
**Ability to:** (g); (i); (k); (l).

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** (a) organizational policies and procedures\*; (b) corrections policies and procedures; (c) jail security practices, procedure and equipment; (d) juvenile law; (e) records preparation and management; (m) building and grounds construction, maintenance and repair; (p) custodial methods and techniques; (q) office practices and procedures; (r) office equipment operation.

**Skill in:** (f) typing.

**Ability to:** (g) carry out detailed but basic written or oral instructions; (h) recognize unusual or threatening conditions and take appropriate actions; (i) prepare accurate documentation; (j) communicate effectively; (k) maintain records according to established procedures; (l) develop and maintain effective working relationship; (n) demonstrate ability to lift up to 50 lbs.; (o) perform light manual labor. (p) to establish mature rapport with juveniles.