
WARREN COUNTY JUVENILE DETENTION CENTER
900 Memorial Drive
Lebanon, OH 45036

Employment Opportunities:

Would you like to work for a place that helps families and children, has job stability, great benefits, and a retirement system? Would you like to have 11.5 paid holidays per year? What about ample sick, compensation, and vacation time that, if unused, will roll over to the next year? If so, Warren County Juvenile Detention Center may be the place for you.

Insurance: Comprehensive Health (optional Health and Flexible Savings Account), Dental, Vision, Life and an Employee Assistance Program. Supplemental Life and Disability may be purchased at group rates.

Paid Time Off: 11.5 holidays, vacation time (2 weeks) after the first year and (3 weeks) after the first eight years, plus sick time that starts to accrue at day one.

Retirement: Ohio Public Employee Retirement System (OPERS) with 14.88% annual employer contribution and employees may also contribute to an additional Deferred Compensation Plan.

Personal Days Off: May also earn Personal Days when participating in the Wellness Program, Day for Your Life, Physical Fitness Program, and Attendance Program.

The Warren County Juvenile Detention Center (JDC) is located at the Juvenile Justice Complex. JDC is a 26-bed facility with a rated capacity of 24 with 2 holding cells. Potential employees must complete a background investigation, psychological evaluation, physical, and a drug screen to be eligible for employment. All JDC staff are required to attend annual training that directly relates to the care and control of juveniles detained in a correctional facility.

The Detention Center shall provide a safe and secure environment for all juveniles detained in our custody. Corrections staff will continue to be a positive role model for youth while maintaining structure and discipline. Administration provides training to staff with the goal of developing employees with the highest standards of professionalism and ethics. We shall treat all persons with dignity and respect. This may be a juvenile's first contact with the justice system; it is our goal that it also be the last.

The Warren County Juvenile Detention Center is currently accepting applications for Juvenile Corrections Officer. Anyone interested in this position can obtain an application through our website WWW.CO.WARREN.OH.US, COMPLETE THE APPLICATION, THEN SAVE AS AND RENAME TO YOUR DESKTOP, AND E-MAIL RENAMED FILE TO: HEIDI.CONSTABLE@CO.WARREN.OH.US. Applications may be picked up in person at the court located at 900 Memorial Drive, Lebanon, Ohio 45036.

The Warren County Juvenile Detention Center is an Equal Opportunity Employer

Basic qualifications for a Juvenile Corrections Officer are:

1. Be of high moral character,
2. Must possess or be able to acquire and maintain a valid Ohio driver's license,
3. High School diploma or equivalent,
4. You must be 18 years old or older,
5. All licenses and certifications listed in the Licensure and Certification Requirements Section of the attached position description.
6. For a full list of criminal disqualifiers, refer to 5139-37-05(A)(4)(a) in the Ohio Administrative Code.

POSITIONS AVAILABLE

JOB CLASSIFICATION TITLE: FEMALE JUVENILE CORRECTIONS OFFICER
DEPARTMENT: JUVENILE DETENTION CENTER
PROBATIONARY RATE: \$16.80/hr.
PAY RANGE: \$16.80-\$19.80/hr.
SCHEDULED HOURS: FULL-TIME POSITION AVAILABLE
CIVIL SERVICE STATUS: UNCLASSIFIED
REQUIREMENTS:

SEE ATTACHED POSITION DESCRIPTION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING JANUARY 12, 2022. APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. JANUARY 28, 2022.

POST ORDER

JUVENILE CORRECTIONS OFFICER

Post Order -- Juvenile Corrections Officer.

Under the supervision of the shift supervisor, is responsible for the supervision of the inmates incarcerated at the Warren County Juvenile Detention Center.

1. Receives and discharges all inmates in Detention.
2. Prepares routine records, reports, and files as required.
3. Patrols housing areas on a scheduled or impromptu basis.
4. Moves inmates from various locations within the facility.
5. Maintains facility cleanliness.
6. Maintains a current working knowledge of juvenile detention standards and departmental procedures.
7. Performs duties in resident property management, custodial services, and safety inspections.
8. Ensures the health, safety, and welfare of all inmates, recording all findings.
9. Escorts and supervises inmates during meal periods, recreation, gym, and other activities within the secure perimeter.
10. Performs other related duties as required by the Supervisor.

**Warren County Juvenile Detention Center
Position Description**

Position Title: Juvenile Corrections Officer

Division:	Detention Center	FSLA Status:	Non-exempt
Reports To:	Shift Supervisor	Civil Service Status:	Unclassified
Pay Range:	\$16.80 - \$19.80 per hour	Employment Status:	Full-time

*Step increases based upon annual evaluations

Probationary Period: 1 year + annual training requirements and certifications

Job Responsibilities:

Under general supervision, ensures security of the Juvenile Detention Center; monitors surveillance equipment and behavior of inmates of the facility; receives, searches, and processes individuals who are to be held in the facility; maintains logs and other required documents related to this job assignment; provides necessary services to detained youth.

Qualifications: Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

High School Diploma or equivalent with verifiable experience working with juveniles, experience working in a correctional setting, coursework relating to criminal justice, social work or another related field. Ability to successfully complete a background check, physical evaluation (upon conditional offer of employment) to determine applicant's ability to adequately perform duties of the position. Applicant must pass a drug screen. Must be 18 years of age at time of appointment.

Licensure and Certification Requirements:

Valid Ohio Driver's License and financial responsibility in accordance with Ohio law (automobile insurance).

Must be physically capable of taking, qualifying and re-qualifying in Cardiopulmonary Resuscitation (CPR) annually and Automatic External Defibrillator (AED) & First Aid bi-annually.

Must be physically capable of taking, qualifying and re-qualifying in Response to Resistance (Defensive Tactics) annually.

Must be physically capable of participating in the Physical Fitness Program annually.

**Warren County Juvenile Detention Center
Position Description Continued**

Position Title: **Juvenile Corrections Officer**

Essential Functions:

- 30% Monitors behavior of facility inmates directly or using surveillance equipment; supervises inmates during meal, school, work, and recreational activities; monitors sleeping, bathing, visitation and related activities; arranges and verifies inmate attendance at court proceedings, sick call, or outside medical or dental appointments and counseling programs.
 - 25% Monitors the security of the facility (including inner and outer perimeters) and other employees; conducts security checks (e.g., checks lights, locks, computerized control panel, monitoring equipment, etc.); controls entrance and exit of individuals (including all inmates) entering or leaving the facility; operates electronically secured doors and gates according to established procedures; maintains key control and issuance and receipts of keys to and from authorized persons; alerts facility staff and other authorities to breaches of security or other emergencies; maintains weapons control of incoming persons.
 - 5% Utilizes appropriate tools of restraint (e.g., shackles, cuffs, chains, etc.) to physically restrain/subdue inmates during transports or disturbances (e.g., escape attempts, fights, etc.). Practice standardized restraint methods using Response to Resistance continuum and training manual to protect person and other individuals from bodily injury.
 - 10% Prepares and maintains various records and documents (e.g., incident reports, daily control logs, inmate property records, inmate classification and related records, etc.).
 - 20% Performs booking-in and booking-out procedures for all inmates committed to or released from the facility; provides for safekeeping of inmates' personal property and valuables; issues proper clothing, bedding, and accessories to inmates; ensures inmate access to telephone, legal and medical attention, assigns inmates to appropriate housing area; provides and explains inmate rules of conduct and enforces facility discipline within established procedures.
 - 5% Serves and makes proper return of civil and/or criminal process on inmates; assists in investigation (incident) reports; participates in due process procedures and other activities related to inmate discipline; offers court testimony.
- Maintains required physical and mental condition to perform duties.
Maintains required certification(s) and required training hours.
Demonstrates regular and predictable attendance.

**Warren County Juvenile Detention Center
Position Description Continued**

Position Title: **Juvenile Corrections Officer**

Other Duties and Responsibilities:

5% Provides necessary information to inmates; performs cleaning duties and additional duties or supervisory duties as requested by supervisor(s).

Positions Supervised: None

Knowledge, Skills and Abilities: (* indicates developed after employment)

Knowledge of: Department policies, procedures and regulations*; operations of electronic monitoring equipment*; detention security and safety practices*; recordkeeping procedures*; supervision; Ohio criminal law and state and federal standards*.

Ability to: Interpret policies, procedures and regulations; communicate verbally and in writing; recognize threatening or hazardous situations and problems, establish facts and draw necessary conclusions for a proper course of action; develop and maintain effective working relationships with fellow employees, inmates and general public; maintain records.

Skill in: Computerized control panel, keyboard, computer.

Additional Working Conditions: Occasional exposure to blood, bodily fluids and tissue.
Occasional exposure to physical harm by hostile inmates.

Equipment Operated: Camera; copier; tools of physical restraint; computerized control panel; computer.

This position description in no manner states or implies that these are the only duties and responsibilities, which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the position's supervisor, Appointing Authority or designee. This position description is presented only as a matter of general information. It is not intended to create, and does not create, a contract of employment, either express or implied, between the Juvenile Detention Center and any of its employees for employment, hours work, or the providing of benefits. Warren County Juvenile Detention Center employees are employees-at-will. Successful completion of the introductory period of employment does not confer rights to continued employment with the Court.

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approved by Appointing Authority Date

Employee's Signature Date