



**POSITION ANNOUNCEMENT  
PART-TIME DETENTION OFFICER**

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**Department**

Adams County Juvenile Detention Center  
200 North 52<sup>nd</sup> Street, Quincy, IL 62305

Date: November 15,  
2018

**FLSA Classification**

Non-Exempt (hourly); Part-Time

**Salary**

\$13.58 hourly

**Special Requirements**

1. Must be a United States citizen.
2. Must be a resident of Illinois within 90 days of hire.
3. Must be a minimum of 21 years old

**Reports to**

Shift Supervisor, Superintendent, Director of Court Services

**Job Description Summary**

Para-Detention Officers assist Detention Officers in the daily supervision of youths age 18 and younger in a secure detention facility.

**Essential Functions**

Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

1. Provide security, care and direct supervision of residents.
2. Facilitate and deliver programming designed to assist residents toward positive behavior modification.
3. Transportation of residents to and from various appointments and placement facilities.
4. Follow direction to respond appropriately and professionally to emergencies using appropriate force.
5. Assist in receiving incoming residents.
6. Liaise in a positive and professional manner with internal and external stakeholders, including supervisors, co-workers, outside law enforcement agencies, lawyers, transport personnel, county, state and federal personnel and agencies, and community members.
7. To complete tasks and directives as assigned by the Superintendent and/or Shift Supervisor.

**Competencies**

Operate a variety of equipment, including computers, printers, physical restraint devices, radios, fire extinguishers, intercom systems, telephones, and equipment found in the central control room.

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment/Physical Demands**

This role requires work performed in and around a juvenile detention facility; subject to standing, walking, bending, reaching, kneeling, crouching, physically restraining detainees, and lifting of objects up to 100 pounds; exposure to infectious diseases and combative youths may be involved.

**Position Type and Expected Hours of Work**

This is a **part-time** position – scheduled as needed to fill in for absent full time officers during 1<sup>st</sup> (7:00am-3:00pm) and 2<sup>nd</sup> shift (3:00pm-11:00pm), approximately 15 – 30 hours per week.

**Travel**

No overnight travel is expected for this position.

**Required Education and Experience**

21 years or older  
High school diploma or equivalent

**Preferred Education and Experience**

Associate's Degree or Bachelor's Degree in related field  
Professional experience leading or managing youth

**AAP/EEO Statement**

Adams County is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**Other Duties**

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**APPLICATION PROCESS:** Please submit application, as noted below, to: Aaron Arnold - Superintendent, Adams County Juvenile Detention Center, 200 North 52<sup>nd</sup> Street, Quincy, IL 62305, aarnold@co.adams.il.us

**APPLICATION:** A local application is available at following link:  
[http://www.co.adams.il.us/Juvenile\\_Center/forms/employmentapplication.pdf](http://www.co.adams.il.us/Juvenile_Center/forms/employmentapplication.pdf)