



**POSITION ANNOUNCEMENT  
FULL TIME FEMALE DETENTION OFFICER**

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**Department**

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

Date: May 31, 2019

**FLSA Classification**

Non-Exempt (hourly); Full Time

**Salary and Benefits**

\$18.58 hourly wage

- Blue Cross Blue Shield health insurance and wellness program
- Paid vacation, holidays, and sick leave
- \$15,000.00 Life insurance policy
- Illinois Municipal Retirement Fund (IMRF), Employee contributes 4.5% of earnings. The County contributes 6.77%.
- Short term disability offered through IMRF
- \$200.00 fitness reimbursement per year
- Vision and dental insurance
- Additional life insurance
- Flexible spending plan
- Credit union

**Special Requirements**

1. Must be a United States citizen and possess a valid driver's license.
2. Must be a resident of Illinois within 90 days of hire.
3. Must be a minimum of 21 years old.
4. Must have obtained a bachelor's degree from an accredited university in the field of law enforcement, criminal justice, sociology, psychology, or relevant field.
5. Must submit to a drug test and comprehensive background check prior to employment.

**Reports to**

Shift Supervisor, Superintendent, Director of Court Services

**Job Description Summary**

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**

Full Time – 2<sup>nd</sup> Shift - Tuesday – Saturday 3p-11p

**Travel**

Overnight travel may be necessary to attend occasional training workshops. There will also be occasional local day travel to be completed during the course of the shift.

**Required Education and Experience**

Bachelor's degree from an accredited university in the field of law enforcement, criminal justice, sociology, psychology, or relevant field

**Preferred Education and Experience**

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:**

**Step 1** - Submit resume, cover letter, and application, as noted below, to:

**Step 2** - APPLICATION: A local application is available at following link:

**JOB DESCRIPTION  
DETENTION OFFICER**

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[http://www.co.adams.il.us/Juvenile\\_Center/forms/employmentapplication.pdf](http://www.co.adams.il.us/Juvenile_Center/forms/employmentapplication.pdf)

Send to:

[aarnold@co.adams.il.us](mailto:aarnold@co.adams.il.us)

Or:

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

**Step 3** - Complete the application below and submit as directed to the Administrative Office of the Illinois Courts in Springfield, IL:

[http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment/Probation-Court\\_Services\\_Employment-Promotion\\_Application.pdf](http://www.illinoiscourts.gov/Administrative/forms/Probation/Employment/Probation-Court_Services_Employment-Promotion_Application.pdf)