



**POSITION ANNOUNCEMENT
PARA-DETENTION OFFICER**

Department

Adams County Juvenile Detention Center
200 North 52nd Street, Quincy, IL 62305

Date: July 11, 2018

FLSA Classification

Non-Exempt (hourly); Part-Time

Salary

\$13.31 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. Transportation of residents to appointments.
3. Follow direction to respond appropriately and professionally to emergencies using appropriate force.
4. Assist in receiving incoming residents.
5. 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.
6. 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,

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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. Shifts are 7:00am – 3:00pm, or 3:00pm – 11:00pm, as needed, approximately 20 – 30 hours per week filling in for full time officers.

Travel

No overnight travel is expected for this position. There may be occasional local day travel to be completed during the course of the shift.

Required Education and Experience

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 52nd Street, Quincy, IL 62305, aarnold@co.adams.il.us

APPLICATION: A local application is available at following link: <http://www.co.adams.il.us/Probation/forms/employmentapplication.pdf>