



**POSITION ANNOUNCEMENT  
PART-TIME FEMALE DETENTION OFFICER - 3<sup>rd</sup> Shift**

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**Department**

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

Date: October 29, 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
4. Must possess a high school diploma or equivalent

**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. Assist in receiving incoming residents.
3. Monitor and document the behavior and activity of residents who are confined.
4. Prepare the necessary supplies and materials utilized by 1<sup>st</sup> and 2<sup>nd</sup> shift staff and residents.
5. Complete paperwork, including data entry, filing, and writing reports.
6. Follow direction to respond appropriately and professionally to emergencies using appropriate force.
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, laundry machines, 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,

**JOB DESCRIPTION**  
**PARA-DETENTION OFFICER**

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 to supplement full time officers during 3<sup>rd</sup> shift (11:00pm-7:00am). Typically, the position is scheduled for 3 days on/3 days off resulting in approximately 25 – 30 hours per week. Hours are subject to change.

**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: Submit application and/or resume, as noted below, to:**

**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)

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**