

HIDALGO COUNTY JUVENILE DETENTION DEPARTMENT

Job Title:	Detention Officer	FLSA Status:	Non-Exempt
Dept. Code:	330	Civil Service Status:	Exempt

SUMMARY:

The Detention Officer directly monitors and supervises the daily activities of detained juveniles in the detention facility. Responsible for the safety and security of the detainees in custody. Detention Officers are directly accountable to the Shift Supervisor on duty.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assumes responsibility for juveniles in detention.
- Provides orientation/expectations for juveniles during admission.
- Plan daily living activities of juveniles.
- Maintains cleanliness, sanitation and safety in the living units.
- Maintains discipline and security of the Detention facility.
- Maintains group log-book.
- Maintains juveniles' daily level point system sheets.
- Maintains constant communication with Shift Supervisors and Detention Superintendent.
- Maintains accountability of juveniles.
- Escorts juveniles from one place to another in an orderly fashion.
- Be familiar with policies and procedure.
- Regular attendance is a must.
- Writes incident reports.
- Conducts area and individual searches.
- Promote a positive image of the department in the community and maintains a high level of professionalism and moral character at all times.
- Work in harmony with all department staff and perform any and all duties as assigned to insure the efficient operation of the department.
- Perform any and all other duties assigned by supervisory personnel

EDUCATION AND EXPERIENCE:

- Bachelor's Degree Preferred
- High School Diploma or GED
- One Year Experience Preferred
- Bilingual – preferred
- Must complete oral interviews.
- Must complete and pass a background investigation.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must be eligible for certification as a Detention Officer by the Texas Juvenile Probation Commission.
- Employees must have proof of a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by County Insurance carrier.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is required to walk occasionally; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time
- operating assigned equipment

- standing for extended periods of time

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment
- working in hostile environment at times

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.