



Circuit Court of Missouri

Twenty-Ninth Circuit

JOB OPPORTUNITY

Position: Detention Officer State County
Department: Juvenile Division
Reports to: Detention Superintendent
Position Status: Regular, Full-Time **Exemption Status:** Non-Exempt
Starting Salary: \$15.00 hourly **Last Revised:**

Definition of Work:

An employee in this position will serve as detention officer who is vested with the statutory authority of the Chief Juvenile Officer to take charge of children who come within the jurisdiction of the juvenile court. The employee's responsibilities include the care and supervision of juveniles placed within the juvenile detention facility and assisting with service and program delivery as needed. A person in this position must be available to work various shifts including holidays, overnights, and weekends. This is a county paid position with county benefits including a retirement pension plan.

Examples of Work Performed

- Supervise activities of juvenile detainees.
- Supervise the daily chores assigned to the youth, such as cleaning, laundering of detention clothes/bed linens and other laundry as needed, recreational activities, meal, classroom periods, on a 24 hour basis.
- Supervise telephone calls and visits by family members.
- Escort youth to designated areas in the detention facility when necessary.
- Apply CPI restraining techniques, OC spray deployment (training/exposure provided/required).
- Attend to the Control Room, including telephones, monitoring of closed circuit TV system, monitor ingress and egress throughout the detention facility by an electronically controlled door system, intercom, radios, visual monitoring of detainees sleeping units/movements, and maintain Activity Logs of such.
- Maintain the general cleanliness and order of the secure detention area, and provide for proper placement of all equipment and supplies.
- Assure proper maintenance of all equipment, including electrical and plumbing fixtures, control panels, radios, chargers, intercom, etc.

- Meet training/certification requirements as prescribed by the Jasper County Juvenile Division management and attend all mandatory staff meetings/training sessions.
- Maintain a healthy and professional appearance by wearing a clean, assigned uniform (provided) that will pass daily inspection requirements.
- Keep physically fit to carry out the duties of a Detention Officer.
- Perform all intake procedures to include but not limited to search and personal property documentation.
- Submit Incident Reports and other reports on a timely basis.
- Computer requirements needed for this job include, but are not limited to Microsoft Office, Excel, secure Casenet, knowledge of and ability to use the statewide Juvenile Information System (JIS training provided).
- Any additional duties assigned by the Detention Superintendent or other management staff.
- Understand and use mandatory reporting procedures of Missouri child abuse and neglect system.
- Lifting and moving in a manner which would require physical exertion, including possible physical contact with youth.

Knowledge, Skills and Abilities: (This job description does not include specific physical requirements necessary to perform the job, such as carrying, standing, and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

- Basic knowledge of Missouri statutes and laws regarding juvenile cases.
- Basic knowledge of juvenile courts and procedures.
- Basic knowledge of personal computers and software.
- Ability to apprehend and detain alleged juvenile offenders including the use of necessary physical force.
- Ability to perform an assessment regarding the detainment of alleged juvenile offenders.
- Ability to handle potentially hostile situations with a juvenile and family regarding a referral.
- Ability to handle stressful situations with courtesy and good judgement.
- Ability to communicate effectively with staff and public.

Required Minimum Qualifications

The following represents the minimum qualifications:

- Must be at least 21 years of age with a High School Diploma or GED.
- Preference given to candidates with college degrees/credits or Associate's Degree in the area of Child Development, Psychology, Sociology, Criminal Justice, or related fields.
- Possess and maintain a valid driver's license.
- No criminal history.

How to Apply

Applications maybe picked up at the Jasper County Juvenile Center, 530 S Pearl Ave., Joplin, MO. Or you submit an application on the Jasper County Juvenile Center Facebook page.

Closing Date: Open until all positions are filled.

*The Twenty-Ninth Judicial Circuit is an Equal Opportunity Employer.
In compliance with the Americans with Disabilities Act, the court will provide
reasonable accommodations to qualified individuals with disabilities.*