



County of Greene, Missouri

Employment Vacancy Announcement

January 25, 2012

Greene County Family Court - Juvenile Division

Deputy Juvenile Officer – Detention

Full-Time Status

(weekend and holiday hours required including overnight shifts)

Starting salary: \$15.68 hourly

The Greene County Family Court - Juvenile Division is seeking a Deputy Juvenile Officer - Detention to be responsible for the care, control, and custody of youth and to provide direct supervision of youth being detained in the Greene County Juvenile Detention Facility. To perform as needed or required juvenile facility detention tasks, ensure the safety and well-being for residents, visitors and staff according to applicable laws, rules and regulations. Work is performed under the immediate supervision of the Detention Superintendent and Assistant Superintendent and general direction of Juvenile Officer.

Essential Duties and Responsibilities:

Provides sight and sound supervision of juveniles in detention, coordinates intakes and releases of juveniles, manages programs, transports juveniles as needed, creates and maintains reports and records, provides leadership to detention personnel. Supervises, guides, and counsels residents through daily activities within the framework of the detention residential and educational programs. Perform room checks as required, search for prohibited items on residents upon admission and during their residence, perform regular counts of potentially dangerous items. Take detention resident counts and monitor detention residents and building through security cameras. Perform ongoing safety checks to ensure juvenile is not harming himself/herself while in individual rooms. Maintain adequate security measures through making security checks within detention facility, external to detention facility, and general office area of Juvenile Services building. Operate and monitor electronic security and communication equipment including control panel, intercom, visual monitors, electronic doors, room sound detectors, alarms, and outside security areas. Organize and direct group recreational activities. Intervene when necessary in crisis situations in accordance with policy and procedural guidelines for physical and mechanical restraints, room confinements and other appropriate actions. Document residential behaviors and actions daily utilizing observation notes, incident notes, shift change notes, daily logs, resident files, and related documentation. Escorts and monitors residents and visitors during visitations and to and from court hearings. Ensures good health and hygiene practices are followed by residents. Distribute and supervises meals. Assists teachers as necessary in the classroom and dealing with disciplinary matters as necessary. Assist in training of new employees and supervise interns/volunteers assigned during shift. The position general duties and responsibilities are not limited to those cited above or in the job description. Duties and responsibilities may be changed, expanded, reduced, or eliminated to meet the business needs of the Greene County Family Court – Juvenile Division and Juvenile Detention Facility.

Minimum Qualifications:

Bachelor's degree from a four year College or University with a major in the Behavioral Science field including Sociology, Psychology, Criminal Justice, or Education or a related field required.

Possession of a valid MO Motor Vehicle Operator's license issued by the MO Department of Revenue is required and be insurable by Greene County's Insurance Provider.

A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.

Special Requirements:

All applicants for the position of Deputy Juvenile Officer will be required to undergo a complete background check and post-offer screening for the presence of illegal drugs as a condition of employment.

How to Apply:

Qualified candidates must complete and send an application, resume, and letter of interest to the Greene County Human Resources Office, 933 N. Robberson, Springfield, MO 65802. **Application Deadline: Open Until Filled**

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities.