

Position opens: September 12, 2018



***FOURTH JUDICIAL DISTRICT COURT***  
**Elko County Juvenile Probation Department**  
**665 West Silver Street**  
**Elko, Nevada 89801**  
**(775) 753-4603**  
**FAX (775) 777-3533**

---

## ***EMPLOYMENT ANNOUNCEMENT***

---

**POSITION:** Juvenile Detention Officer I

**SALARY:** Step 1 - \$ 19.4186  
Step 2 - \$ 20.0009  
Step 3 - \$ 20.5836

**APPLICATION DEADLINE:** **EXTENDED TO OCTOBER 12, 2018**

---

The 4<sup>th</sup> Judicial District Court, Department II is seeking qualified candidates for the position of Juvenile Detention Officer I. This position supervises and coaches both male and female juveniles in a secure correctional setting, implements disciplinary procedures when necessary, maintains security and control, organizes activities and programs; performs other work as assigned. Must be willing to work overtime, holidays, weekends and shift work, if required. Must be 21 years of age by time of appointment. Will be required to successfully pass a law enforcement background investigation and pre-employment drug and alcohol screening.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at [www.elkocountynv.net](http://www.elkocountynv.net).

Elko County Human Services  
540 Court St, Suite 105 (Physical Address)  
571 Idaho St. (Mailing Address)  
Elko, NV 89801  
(775) 738-4375 phone  
(775) 738-5984 fax

**The 4<sup>th</sup> Judicial District Court and Elko County  
are an Equal Opportunity Provider and Employer.**

**In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.**



FOURTH JUDICIAL DISTRICT COURT  
Department 2 – Juvenile Division  
665 West Silver Street  
Elko, Nevada 89801  
Phone (775) 753-4603  
Fax (775) 777-3533

**JOB DESCRIPTION: DETENTION OFFICER I**

**JOB CODE: 19137**

**DEFINITION:**

Supervises and coaches both male and female juveniles in a secure correctional setting, implements disciplinary procedures when necessary, maintains security and control, and organizes activities and programs. Performs other work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is an entry level position. This position is distinguished from the Detention Officer II by the performance of the more routine tasks and duties and by the performance of duties under close supervision. This position may, after satisfactory completion of employment and upon Department recommendation, be promoted to a Detention Officer II.

**SUPERVISION RECEIVED AND EXERCISED:**

As an employee of the court, a Detention Officer I performs all listed duties under close supervision of the Shift Supervisor and the Juvenile Detention Director and must become proficient in listed duties before being considered for promotion to Detention Officer II.

**EXAMPLES OF RESPONSIBILITIES DUTIES:**

*The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Provide coaching and intervention to groups or individuals in substance abuse, employment, life skills, decision making and other issues affecting troubled juveniles and families.
- Processes juveniles through intake procedures, including paperwork, searches, property inventory, showers and drug screening.
- Tutor and reinforce general education requirements learned in the detention classroom, encourage personal hygiene, and encourage participation in arts and crafts, detention officer lead games and sports.
- Prepare and serve meals in accordance with local, state, and federal regulations.
- Screen and evaluate (at intake) juveniles for abuse, behavioral problems, alcohol and drug withdrawal, security risk and psychological needs.
- Identify problems, provides crisis intervention and implements disciplinary measures as

necessary; maintains sight supervision of juveniles at all times.

- Diffuse potentially assaultive or threatening behavior; physically restrains juveniles when necessary.
- Monitor and operate electronic equipment such as doors, camera, intercoms and two way radios.
- Administer first aid as needed; evaluates medical problems; transport juveniles for medical appointment and/or emergencies; administers medication as directed.
- Prepares and serves meals; completes inventory of supplies and food; launders juvenile detention clothing, bedding and towels.
- Maintain and record information in daily logs regarding incidents and events.
- Assist in building and grounds maintenance.
- Perform related duties and responsibilities as required.
- Complies with Elko County Policies and Department policies and procedures.
- Communicates tactfully and skillfully with parents, probation officers, law enforcement officers and other appropriate persons.

#### **QUALIFICATIONS:**

##### KNOWLEDGE OF:

- Basic counseling methods and techniques.
- Principles and practices of Juvenile Detention Facilities.
- Functions and general practices of law enforcement agencies, and of the courts.
- Pertinent federal, state and local laws.
- National trends in Juvenile Justice.
- Community programs, resources, and services available for assistance to youths and families.
- Coaching tactics, techniques and applications.
- Interviewing and interrogation techniques.
- First-aid and CPR practices and techniques.
- Understand mandatory reporting laws.

#### **ABILITY TO:**

- Ability to build rapport with juveniles, listen and respond with empathy.
- Work effectively with juveniles and their families.
- Maintain confidentiality where appropriate.
- Observe details accurately and recognize suspicious behavior.
- Calmly respond to and make decisions under stress of emergency and confrontation.
- Keep appropriate written records of observations and actions taken, prepare routine reports.
- Communicate clearly and concisely orally and in writing.
- Interpret and apply Juvenile Detention Center policies and procedures and to explain them to others.
- Perform basic custodial functions.
- Establish and maintain effective and courteous working relationships with those contacted in the course of work.
- Diffuse or control volatile or potentially volatile situations, including restrain violent or assaultive juveniles when appropriate.
- Administer first-aid or CPR when necessary.
- Identify and report potential child abuse and neglect.

**EXPERIENCE AND EDUCATION:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Completion of high school or General Education Development (GED) Certificate.

**LICENSE OR CERTIFICATE:**

- Must have a valid Nevada driver's license.
- First-aid and CPR certification within one year of employment must be maintained as a condition of continued employment.
- Must have the physical ability obtain defensive tactics certification and other necessary certifications as required.
- Food Safety Program Certificate preferred.

**OTHER REQUIREMENTS:**

- Must be 21 years of age by time of appointment.

- Candidates will be required to submit to a law enforcement background investigation.
- Must be willing to work overtime, shifts, weekends and holidays.

***Physical and Mental Requirements:***

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, stamina, and endurance to adjust to changes in shift assignments or to work well beyond an eight-hour shift; strength and stamina to sit for prolonged periods of time in the detention center; strength, stamina, coordination, and balance to stand and walk for long periods, to bend, reach, and conduct inspections, strength, stamina, and coordination to physically restrain uncooperative and violent individuals; strength to move the weight of an inert or resisting human body, and to carry equipment and supplies that occasionally involve lifting or moving more than 100 pounds; stamina to be able to maintain physical exertion under stress.

Ability to remain alert in a confined space for extended periods; vision to discern details in low light; hearing to identify tone signals and perceive conversation and activities through obstacles; coordination, vision, and dexterity for use of computer terminals; ability to deal emotionally with exposure to the consequences of acts of violence perpetrated against others.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**Working Conditions:**

Work is performed under the following conditions:

Shift work with periodic changes. Frequently works within the detention facility. Incumbents are frequently subjected to the stress of dealing with juveniles, some of which may be uncooperative, emotional individuals, and resistive and combative persons. May be personally subjected to the stress of exposure to dangerous persons and circumstances including sick individuals and to individuals with communicable diseases.