

Position opens: February 5, 2019



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 III

SALARY: Step 1 - \$ 22.6420
Step 2 - \$ 23.3210
Step 3 - \$ 24.0210

APPLICATION DEADLINE: March 4, 2019

The 4th Judicial District Court, Department II is seeking qualified candidates for the position of Juvenile Detention Officer III. This position provides supervision of all shift activities at the Juvenile Detention Center; provides counseling and intervention to detained juveniles to ensure their personal safety and accommodate for all necessary services. 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.elkocountynevada.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 4th 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
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Elko, Nevada 89801
Phone (775) 753-4603
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JOB DESCRIPTION: DETENTION OFFICER III

JOB CODE: 19913

DEFINITION:

To provide supervision of all shift activities at the Juvenile Detention Center; to provide counseling and intervention to detained juveniles; to ensure their personal safety and accommodate for all necessary services.

DISTINGUISHING CHARACTERISTICS:

This is a journey level position. This position is distinguished from the Detention Officer II by the performance of functional and technical supervision over Detention Center staff.

SUPERVISION RECEIVED AND EXERCISED:

As an employee of the court, the Detention Officer III performs all listed duties under supervision of Juvenile Detention Director and Chief.

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.

- Perform the full range of duties of a Detention Officer
- Assign, monitor, and review the work of Detention staff to ensure accuracy in all reports and logs.
- Act as the officer in charge.
- Participate in staff training.
- Perform daily debriefing to staff at shift change.
- Assist and consult with Probation Officers regarding treatment strategies and disposition of cases.
- Evaluate and make determinations regarding medical attention; monitor proper administration of medication and documentation.
- Coordinate mental health screenings and psychological examinations.
- Assist the Probation Officer by providing information used in determinations regarding

release and admission to the center.

- Application of basic principles of supervision and training.
- Application of mentoring/coaching methods and techniques.
- Basic math and record keeping.
- Awareness of Juvenile law, civil rights, court procedures and rules concerning privacy as they relate to juvenile detention facilities.
- Ensures staff compliance 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:

- Coaching methods and techniques.
- Principles and practices of Juvenile Detention Facilities.
- Working Knowledge of Nevada Revised Statutes Chapter 62B including but not limited to Room Confinement, Juvenile Bill of Rights, and Gender Identity and Expressions and Chapter 62H with regard to Confidentiality and the release of juvenile information.
- Functions and general practices of law enforcement agencies, and of the courts.
- Pertinent federal, state, and local laws, including mandatory reporting laws as they relate to child abuse and neglect.
- National trends in Juvenile Justice.
- Community programs, resources, and services available for assistance to youths and families.
- Knowledge of First aid and CPR practices and techniques

ABILITY TO:

- Train and provide feedback/evaluate the performance of officers, working effectively as a team member to promote a positive working environment.
- Plan, organize, and manage the activities and staff members on the assigned shift.
- Build rapport with juveniles and staff by listening and responding with empathy.
- Work effectively with juveniles and their families.
- Train and motivate juvenile offenders.

- Maintain confidentiality where appropriate.
- Observe behavior, identify changes, and recommend solutions.
- Calmly respond to and make decisions under stress of emergency and confrontation.
- Keep appropriate written records and documentation concerning behavior and other center events.
- Communicate clearly and concisely orally and in writing.
- Interpret and apply Juvenile Detention Center policies and procedures.
- Perform basic functions such as food preparation, laundry, and building and grounds maintenance.
- Establish and maintain effective and courteous working relationships with those contacted in the course of work, including the public.
- Diffuse or control volatile or potentially volatile situations, including restrain violent and assaultive juveniles according to training.
- Diffuse and control volatile situations with staff and work towards effective and long lasting solutions
- Administer first-aid or CPR when necessary.
- Identify and report potential child abuse and neglect.

EXPERIENCE AND EDUCATION:

- Completion of high school or General Education Development (GED) Certificate and at least three years of experience in professional juvenile counseling, juvenile corrections, law enforcement, adult corrections, or social services. *Required*
- or-
- Two years of college level course work in sociology, psychology, social services, criminal justice, or closely related field (*Bachelor's degree preferred but not required*) and two years of related experience as cited above.

LICENSE OR CERTIFICATE:

- Valid Nevada driver's license.
- First-aid and CPR certification preferred.
- JIREH/Use of Force certification preferred
- MAJEN/Medication Administration certification preferred
- Food Safety Program Certificate preferred.

- Any other certification deemed appropriate for the position.

OTHER REQUIREMENTS:

- Must be 21 years of age by time of appointment.
- Candidates will be required to submit to and pass a law enforcement background investigation for initial and continued employment.
- 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. Applicant must have the ability to obtain department approved use of force certification. 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.