

POSITION OPPORTUNITY ANNOUNCEMENT

The Richland County Common Pleas Court, Juvenile Division, is seeking applicants for the position of **DETENTION OFFICER, PART-TIME.**

This is a non-exempt, unclassified position. Days and shifts may be flexible and are to be determined in accordance with the needs of the Detention Facility and the applicant.

POSITION RESPONSIBILITIES:

Under general supervision, maintains safety and security of youth, staff, building, and grounds of the Detention Facility. Supervises the conduct and activities of detained youth, assuring adherence to all rules and regulations. Ensures the basic needs of detained youth are met. Observes and assesses the behavior of youth and prepares necessary records and reports in a timely and accurate manner. Provides transportation as needed. Performs other related duties as required.

QUALIFICATIONS:

- Technical or specialized skills normally associated with post high school education and/or experience. Associate's Degree in Criminal Justice or related field preferred. Experience working with youth preferred. Combinations of education and experience considered.
- Physical and manual dexterity necessary to maintain structure and consistency for detained youth.
- Organizational skills with the ability to generate, maintain, and oversee timely and accurate reports, records, etc.
- History of satisfactory or above standard job performance; and a history of effective, cooperative, and positive working relationships with administration, management, supervisors, co-workers and the public.
- Valid Ohio driver's license with an acceptable driving record as required by the Richland County Department of Risk Management.
- Knowledge of:
 - Detention security policies and procedures (obtained in training).
 - Federal and State laws, regulations and ethics pertaining to adolescents and Juvenile Delinquency.
- Ability to:
 - Communicate effectively, honestly and respectfully; facilitate, control and supervise Detention residents.
 - Work under potentially stressful conditions while maintaining a calm demeanor.
 - Prepare and maintain detailed records, and accurate documentation.
 - Pass a background check including criminal records history and drug testing.

The Richland County Common Pleas Court, Juvenile Division, is an at-will employer that seeks to attract, employ, and retain highly skilled and motivated individuals. Application forms are available Monday through Friday, from 8:00 a.m. to 4:00 p.m. at:

**The Richland County Juvenile Justice Center
411 S. Diamond Street
Mansfield, Ohio 44902**

Questions may be directed to Brian Bumpus, SPHR, CCM, SCP, Court Administrator, at bbumpus@rcjcoh.us or (419) 774-1213.

ALL POSITION POSTINGS ARE SUBJECT TO ONGOING EVALUATION AND MAY BE ALTERED OR REVOKED AT THE DISCRETION OF COURT ADMINISTRATION.