

# WICHITA COUNTY

## JUVENILE PROBATION/DETENTION

### JOB ANNOUNCEMENT

JD#257

The Wichita County Juvenile Probation Department is posting for the position of **male** Juvenile Detention Officer for the first shift (5:45 a.m. to 2:00 p.m. with days off being Tue. and Wed.).

Position Title: JDO

Until Filled

Closing:

Salary Range: \$24,921 annually upon certification

Qualifications : See job description with Minimum Qualifications.

Job Responsibilities: See job description

If interested in being considered for this position, submit an application and the identified items listed below to Kirk Wolfe, the Chief Juvenile Probation Officer, at Sixth and Lamar, Wichita Falls, Texas.

- 1. Cover Letter stating qualifications
- 2. Completed application
- 3. Resume
- 4. College Academic Transcript for JPO, FP Casemanager, or CSC Tech. position. College Academic Transcript, GED certificate, or High School Diploma for Detention Officer and Educational Aid position.
- 5. Signed release of information form attached to the application.

An application and job description may be obtained from the Juvenile Probation Department at Sixth and Lamar Street, Wichita Falls, Texas 940-766-8225.

Kirk Wolfe, Chief Juvenile Probation Officer

#### AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or handicap. It is the policy of Wichita County to consider best-qualified individuals according to ADA standards. Requested reasonable accommodations will be considered and department heads, in accordance with ADA standards, will do final accommodation determinations after consultation. Rejected accommodations will be documented and retained on file. Special needs (Texas Relay, Braille, etc.) requests please contact the Wichita County Judge's Office at 766-8101.

## APPENDIX 2

### JOB DESCRIPTION JUVENILE PROBATION DEPARTMENT JUVENILE DETENTION OFFICER

#### General Description

The position is responsible for the direct supervision of juvenile offenders in detention and provides for the safety and security of those offenders within a highly structured environment. The position is responsible to perform intake interviews, searches, application of mechanical restraints, both verbal and physical intervention, and documentation of activity within the facility. The position requires shift work and tolerance to stress in moderate to considerable degrees.

#### Minimum Qualifications

- 1) Be certified as a Juvenile Detention Officer with the State of Texas or meet certification requirements for a Juvenile Detention Officer within the State of Texas;
- 2) Be at least 21 years of age;
- 3) Possess a high school diploma or a GED certificate;
- 4) Cannot be employed as a peace officer or work as a reserve or volunteer peace officer;

In addition to meeting specific minimum job qualifications stated above, a person is not eligible for employment with the department if:

- 1) A person is currently under community supervision or parole.
- 2) (a) A person in the last ten years has been convicted of or placed on deferred adjudication for a felony offense under the laws of this State, another State, or the United States, is currently on either felony probation or parole, or is registered as a sex offender under Chapter 62, Texas Code of Criminal Procedure.  
(b) A person in the last five years has been convicted of or placed on deferred adjudication for a misdemeanor offense under the laws of this State, another State, or the United States, or is currently on misdemeanor probation.
- 3) An individual whose certification as a juvenile probation officer, detention officer or a corrections officer has been revoked by the Texas Juvenile Probation Commission shall never qualify for employment as a juvenile probation officer, detention officer or corrections officer. An individual whose certification is currently under a suspension order issued under 341.88(d)(2) shall not qualify for employment as a juvenile probation officer, juvenile detention officer, or corrections officer as long as the suspension is in effect. An individual whose certification is currently under a suspension order issued under 341.109(a) shall not qualify for employment as a juvenile probation officer, detention officer, or corrections officer until the Commission receives an order issued under Texas Family Code Section 232.013 staying or vacating the license suspension.

#### Essential Job Duties

- 1) Provides direct supervision to juvenile offenders detained in the Wichita County Juvenile Detention Center.
- 2) Conducts intake screening and interviews with juvenile offenders detained in the facility.
- 3) Completes required assessments on juvenile offenders in the facility including the MAYSI 2 and subsequent suicide risk assessments.
- 4) Performs strip searches, “pat down” searches, and facility searches according to facility policy and procedure.
- 5) Responsible for the documentation of all activity within the facility including daily detention notes, medical requests, visitation and phone logs, behavior documentation, suicide contact log, medication log, and walk log.
- 6) Responsible for the supervision of program activity and for assuring that all juveniles are provided opportunity to participate in facility programs.
- 7) Operates the “control room” and manages the audio, visual and communication functions of the facility contained in the control room.
- 8) Performs verbal intervention with detained youth and maintains order and control of detained juvenile offenders.
- 9) Performs nonviolent physical intervention and control with physically acting out juvenile offenders within the facility.
- 10) Contacts medical personnel concerning sick call and distributes medication to juveniles receiving medication according to facility procedures.
- 11) Conducts “group” sessions to facilitate communication between juvenile offenders and staff.
- 12) Manages the disciplinary procedures of the facility when youth are non-compliant with facility rules.
- 13) Performs CPR and First Aid as trained and in accordance with facility procedures.

#### Marginal Job Duties

- 1) Possesses a working knowledge of normal and abnormal human behavior.
- 2) Possesses and applies good counseling skills.
- 3) Attends professional training as necessary to obtain and maintain professional certification.
- 4) Implements safety and security procedures of the department.
- 5) Possess a working knowledge of computers and possesses data entry skills.
- 6) Able to work shift work.
- 7) Able to work in a regimented work environment and follow direction of supervisors.
- 8) On a rotating basis, serve as duty officer as assigned or scheduled.
- 9) Perform other related duties as assigned by properly constituted authority.

#### Physical and Mental Requirements

- 1) Must be mobile within a lockup/secure environment, i.e. lift case files, and maneuver around obstacles, bend, sit, stoop, pull, walk, read, write, work indoors and outdoors.

- 2) Must be able to tolerate stress in moderate to high degrees.
- 3) Must be able to give and receive verbal and written instructions.
- 4) Must be able to initiate and maintain legible documentation in a timely manner on a continual basis.
- 5) Must be able to successfully and effectively interact with juvenile age offenders.
- 6) Must be able to perform verbal and physical intervention.
- 7) Must be able to work shifts including evenings and weekends and work in eight (8) hour shifts in a secure environment.
- 8) Must be able to effectively work with others in a teamwork approach.
- 9) Must be able to perform household chores including laundry, vacuuming, mopping, sanitizing, painting, dusting, sweeping, etc.
- 10) Must be able to provide medical attention according to facility requirements and within training provided in CPR and First Aid certification.

#### Environmental Factors

- 1) Indoor/Outdoor activity
- 2) Long periods of sitting and/or standing
- 3) Long periods working at a computer terminal
- 4) Work in a secure detention setting