



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

DEPARTMENT OF COURT SERVICES

Position: Juvenile Detention Officer
Salary Range: \$3,928 - \$5,264 per month Starting salary: DOE, DOQ
Location: Department of Court Services
Employment Type: Full-time (40 hrs./wk.); Courthouse Union FSLA non-exempt
 Open until filled

Full time benefits include:

- County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members.
- Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS)
- HRA Veba account: Employer contribution may apply • Wellness Program
- Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority.
- Access to discounted MetLife Pet Insurance
- Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](#) for detailed benefits information.

Brief Duties and Responsibilities: Works as a team member attending to the physical and emotional needs of youth detained at the Juvenile Justice Center. Juvenile Detention Officers implement the Center's Behavior Management Program (Status Level System) and provide other therapeutic treatment, as directed. Juvenile Detention Officers maintain a clean, safe, and secure environment within the facility and promote personal responsibility, accountability, self-discipline, and pro-social behavior through modeling behavior. See the job description for the complete list of essential functions.

Working Conditions: Working environment includes activities both indoors and outdoors. Physical abilities are those typically associated with an office environment and participation in detention facility operations requiring bending, reaching, lifting of up to fifty (50) pounds, pulling, pushing, and standing and sitting for extended periods.

Minimum Qualifications: A Bachelor's degree is preferred from an accredited college or university. An Associate of Arts degree and two (2) years of successful experience in juvenile or adult corrections or a related social science field, or a combination of skills, knowledge, and education is at management's discretion. Possess/maintain a valid driver's license, valid food handler's card, and valid first aid/CPR card and pass the Physical Aptitude Test.

Requirements: Pass a comprehensive, in-depth background investigation, including psychological and polygraph examinations. Must also successfully pass a driving record check. Must pass Physical Aptitude Test and successfully complete the WA State Criminal Justice Training Center's Juvenile Security Workers Academy within six (6) months of hire.

Application: County application is required.

SELECTION IS BASED ON QUALIFICATIONS, PAT, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT

Walla Walla County Position Description

JOB TITLE: Detention Officer

DEPARTMENT: Court Services

REPORTS TO: Detention Shift Supervisor and the Detention Manager

PAY GRADE: 3, Full-time (40 hours/week), Courthouse Union, Benefits Apply

JOB SUMMARY: Works as a team member attending to the physical and emotional needs of youth detained at the Juvenile Justice Center. JDO's implement the Center's Behavior Management Program (Status Level System) and provide other therapeutic treatment, as directed. JDO's maintain a clean, safe, and secure environment within the facility and promote personal responsibility, accountability, self-discipline, and pro-social behavior.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Intake and admit offenders to the facility, screening youth who meet detention criteria for admission.
- Introduce and orient youth to facility rules, regulations, and expectations through the Orientation Handbook.
- Provide basic health care; monitor physical and mental health and follow procedures for referral to qualified health personnel.
- Monitor internal and external security and control systems via the Control Room.
- Input and update computer files, logbooks, incident reports, property logs, detention record files, court information, equipment inventory reports, head count sheets, status boards, meal count sheets, medication records, warrant lists or other required information.
- Directly supervise youth to, from and during court appearances, meals, school, physical activity, work crew, free time, visitation, and professional or medical visits outside the Center.
- Implement the Center's Behavior Modification Program.
- Inspect facility to ensure cleanliness.
- Model pro-social behaviors for youth.
- Participate as directed in the support of the three Problem Solving Courts, Family Treatment Court, Juvenile Therapeutic Court, and Adult Recovery Court.
- Participate as directed in the support of adult Superior Court pretrial urinalysis collection and monitoring.

EXAMPLE OF DUTIES:

- Search and shower youth, issue clothing and bedding, and inventory personal property.
- Check and treat for lice, scabies, or other infestation. Disinfect clothing, bedding, and other property to prevent the spread of infestations.
- Operate the Control Room, telephone system, and intercoms per the policy and procedures.
- Model appropriate pro-social behavior and award upward and downward steps in Status Levels, when appropriate. Redirect and correct negative or inappropriate behaviors or attitudes through the Soft-to-Hard Steps of Discipline. Prepare thorough, well-written incident reports when required.

- Plan and supervise structured therapeutic and physical activities aimed at developing pro-social skills, values, and attitudes.
- Use verbal de-escalation techniques when dealing with aggressive youth; use defensive tactics, pain-compliance techniques, and capsaicin spray as trained, per policy and procedures.
- Visually check on youths as required by policy and procedure.
- Maintain a clean and hygienic facility by performing basic housekeeping and custodial duties, including laundry, sweeping, and mopping, vacuuming, floor waxing, refuse removal, shower and bathroom cleaning, kitchen cleaning, window washing, hazardous material and biohazard disposal per policy and procedures.
- Provide First Aid and/or CPR. Follow Universal Precautions and bloodborne pathogen policies and procedures.
- Assist in meal/snack preparation and clean-up.
- Conduct routine and random facility searches for contraband, damage, or potential safety and security problems.
- Collects urinalysis specimens from and completes required documentation on Problem-Solving Court participants and adult Superior Court presentence defendants.
- Report failure to appear for UA appointments to the Court or its designee.
- Assists with the facilitation of Electronic Home Monitoring of Problem-Solving Court participants and adult Superior Court presentence defendants. This includes instructing defendant, onsite at JJC, on the rules and expectations for Electronic Home Monitoring conditions, installing EHM unit on defendant onsite at JJC.
- Report participant compliance with court-ordered conditions to Treatment Court Coordinator and Adult Recovery Court Community Supervision Officer.
- Document necessary case management data into Problem-Solving Court database(s), including MADDI and DCCM.
- Other tasks of difficulty and responsibility that may be assigned.

EQUIPMENT TO BE USED: General office equipment, Control Room Panel, hand and power cleaning tools, security van, restraint devices, floor buffer, hand cart, rolling equipment cart.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: The working environment includes activities indoors and outdoors. Physical abilities required for this position are ones typically related to office operations and participation in detention facility operations including bending, reaching, lifting, pulling, pushing, and standing and sitting for extended periods.

KNOWLEDGE AND ABILITIES:

- Ability to establish and maintain effective working relationships with colleagues, youth offenders, and parents.
- Ability to manage multiple priorities and problem-solve.
- Ability to lift fifty (50) pounds.
- Knowledge of social service systems and local community resources.
- Basic knowledge of Revised Code of Washington Title 9A (Criminal Code) and Title 13 (Juvenile Courts).
- Must successfully pass Physical Aptitude Pre-Test.

EDUCATION AND EXPERIENCE: A Bachelor's degree is preferred from an accredited college or university. Associate of Arts degree and two (2) years of successful experience in juvenile or adult corrections or related social science field, or a combination of skills, knowledge, and education at management's discretion.

LICENSES AND OTHER REQUIREMENTS:

- Possess and maintain a valid driver's license, valid Food Handlers card, and valid First Aid/CPR card.
- Must pass a comprehensive, in-depth background investigation including psychological and polygraph examinations.
- Must successfully pass a background check and a driving record check.
- Must pass Physical Aptitude Test and successfully complete the WA State Criminal Justice Training Center's Juvenile Security Workers Academy within six (6) months of hire.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.