



Madison County  
**Probation & Court Services Department**

*Judith Dallas* · Director  
Madison County Administration Building  
157 North Main St., Suite 312 · Edwardsville, IL 62025  
Phone (618) 692-6255 · Fax (618) 656-4591

**JOB POSTING**

**POSITION**

Detention Officer

**DUTIES & RESPONSIBILITIES**

See Attached Job Description

**LOCATION**

Madison County Detention Center  
100 W. 5<sup>th</sup> Avenue  
Edwardsville, IL 62025

**EDUCATION/EXPERIENCE**

See Attached Job Description and Required Competencies

**SALARY**

Madison County Probation and Court Services Department  
Compensation Schedule, Grade 7

**HOURS OF WORK**

Shift work at 24 hour facility

**CLOSING DATE**

August 11, 2017 at 4:00pm

Persons interested in this position must submit a letter and resume and Madison County application to **Director Judith Dallas, 157 N. Main, Suite 312, Edwardsville, IL 62025**. Please construct the cover letter and resume to *specifically address the competencies and responsibilities* outlined in the attached job description. Additionally, applicants must be certified by the Administrative Office of the Illinois Courts for eligibility of employment.

Download Madison County application for employment at [www.co.madison.il.us](http://www.co.madison.il.us)  
Download State application at [www.illinoiscourts.gov](http://www.illinoiscourts.gov)

Date: July 28, 2017

*Judith Dallas*

Judith Dallas

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Director

# **MADISON COUNTY PROBATION & COURT SERVICES DEPARTMENT**

## **DETENTION OFFICER**

**Effective Date: July, 2017**

### **DUTIES & RESPONSIBILITIES**

The Detention Officer shall be familiar with and adhere to the philosophy and all policies and procedures as established by the Madison County Probation & Court Services Department. All work must be treated as confidential.

The Detention Officer will perform activities to include, but not be limited to, the following:

- Shall be familiar with all statutory provisions regarding the operation of detention facilities.
- Shall provide supervision, guidance, care and secure custody consistent with Departmental policy and procedure.
- Shall incorporate Evidence-Based Practices with regard to interactions with detainees.
- Shall demonstrate an understanding of the stages of adolescent development, transitional disorders, mental illness, and other issues that may affect detainee behavior.
- Shall strive to attain constructive relationships with all detainees by developing trust and mutual respect, and by learning the interests, abilities and problems of the youth.
- Shall maintain direct involvement with youth by being present on the detention floor.
- Shall encourage appropriate behavior of detainees through positive verbal communication.
- Shall intervene in the event of an infraction of established rules and regulations.
- In crisis situations, shall respond accordingly using the least physical force necessary and re-establishes direct contact with the youth upon stabilization of the situation.
- Shall maintain safety and security by having constant visual contact, proper positioning during activities or movement, and conducting random room searches.
- Shall maintain safe and secure transport of juveniles as directed.
- Shall make complete, accurate written entries in all records, reports and logs.
- Shall assist in the creation, design and implementation of a variety of programs, presentations and events aimed at promoting positive change and deterring negative behavior in young people.

- Shall attend and participate in youth staffings, staff meetings, and/or training programs as assigned by the Superintendent.
- Shall demonstrate support for fellow employees in the course of the performance of the job.
- Shall maintain ability to work without supervision, but also possess ability to take direction or supervision and utilize a team approach to working with residents, detention officers and other probation and court services personnel.
- Shall demonstrate proficiency at utilization of the automation systems.
- Shall work closely with other units of the Department or outside programs to support the successful completion of probation by detainees.
- Shall perform such other duties as assigned by the Director of Probation and Court Services, the designated Superintendent, the designated Chief Probation Officer or other designated managers.

### **EDUCATION & EXPERIENCE**

Minimum 4 year degree from an accredited college, with major course of study in criminal justice, human services or related field.

Completed a minimum of 40 hours of training; however, the 40 hours of training may be completed within one year following the person's appointment to the Probation and Court Services Department.

### **GENERAL REQUIREMENTS**

Due to department structure and programming, individual must maintain flexibility in assignment location and scheduled hours of work.

Must possess the ability to successfully complete a physical ability component, toxicology screening and psychological evaluation.

Must be a citizen of the United States. Must be a resident of the county in which he/she is employed. Must be generally qualified as provided by law or rule of court.

Must have devotion to principles of public service, capacity to learn by experience, fundamental capacity for and interest in the welfare of human being; good character and balanced personality; ability to work with individuals and groups.

Possession of or ability to obtain a valid Illinois Driver's License.

### **REQUIRED COMPETENCIES**

1. **Change Leadership** – Accepts role as a change agent; acts as a champion for change; develops plans and follows through on change initiatives; works with

- management to develop effective plans; accepts ambiguity that comes with change activities.
2. **Team Orientation** – Utilizes appropriate interpersonal styles and methods during group interactions to ensure that the team accomplishes its goals by facilitating group process, cohesiveness and teamwork.
  3. **Decision Making** – Identifies problems, determines the key pieces of information needed to solve the problem, and recognizes relationships between pieces of information. Considers alternative courses of action and selects the logical alternative given the data available.
  4. **Integrity** – Possesses and maintains a high level of personal, organizational and societal values; is honest and trustworthy; engages in law-abiding behavior; respects the property and possessions of others.
  5. **Values people** – Treats others with dignity and respect, and expects the same in return; recognizes differences in people and values those differences; shows respect for individuals regardless of race, gender, disability, lifestyle or viewpoints.
  6. **Self-Awareness** – Has a high level of self-confidence and emotional maturity; handles ambiguity and personal or organizational change in a comfortable, non-threatening manner; reacts proactively when faced with frustration or setbacks.
  7. **Physical Fitness** – Is physically capable of handling the demands of the position.
  8. **Stress Tolerance** – Performs well under conditions where pressure, resistance or opposition make completing the work difficult; remains productive in times of crisis or critical events.
  9. **Computer Proficiency** – Demonstrates the ability to use computer equipment and programs; understands and can use word processing programs; is keyboard proficient.
  10. **Written Communication** – Conveys ideas and information clearly and concisely in grammatically correct form.
  11. **Balanced Justice** – Understands that corrections must serve multiple interests; balances the needs of the community, the criminal justice system, the victim, and the offender; seeks to repair or restore damage done by crime.
  12. **Manage Offenders** – Monitors, directs and controls the activities of youth being supervised; ensures that the guidelines and rules of the organization/facility are followed.
  13. **Adolescent Development** – Understands the stages of adolescent development; knows and recognizes transitional disorders; can assess a youth in crisis and identify the issues causing the stress.
  14. **Correctional Knowledge** – Familiar with the profession of corrections; belongs to relevant professional organizations; stays current with research and new developments in the field.
  15. **Facility Operation** – Demonstrates a thorough operational understanding of all phases of the Detention operation and adheres to the operational guidelines delineated in the Policy and Procedure Manuals of the Department.
  16. **Promotes Safety and Security** – Maintains awareness of the need to ascertain the safety and security of detainees and the facility at all times.