



POSITION DESCRIPTION

POSITION TITLE: Security/Safety Officer	DEPARTMENT: Juvenile Probation/Resource Center
EMPLOYEE: Clinton County Juvenile Court	SUPERVISOR: Chief Probation Officer
Civil Service Status: unclassified, serves at pleasure of Juvenile Judge	

JOB DUTIES

The Security/Surveillance Officer, under the direction of the Chief Probation Officer will responsible for the following duties:

- Transporting of youth when requested by supervisor for programming
- Maintain proper documentation of contact with youth and or families
- Maintain confidentiality in all juvenile court matters
- Demonstrate regular and dependable attendance

SECURITY DESCRIPTION

- Perform security checks when juveniles and families arrive for programming at the Resource Center or other determined location.
- Responsible for routine security building checks at the Resource Center
- Follow established procedures upon detection of contraband, drugs, drug paraphernalia and weapons
- Responsible for reporting unlawful activities to local law enforcement
- Responsible for maintaining equipment, such as AED, security wand, radios, etc.
- Other duties as assigned by supervisor

QUALIFICATIONS

- Any combination of training and work experience which indicates possession of skill, knowledge and abilities indicated in Job Duties. Degree in Criminal Justice, Law Enforcement or Social Services preferred.
- Ability to define problems, collect data, establish facts and draw conclusions
- Establish and maintain rapport with clients
- Communicate both verbally and through written reports clearly and effectively
- Ability to work with juveniles and families of all social/ethnic backgrounds
- Possess the ability to react rationally and effectively in crisis situations
- Willingness to follow instructions and directions of supervisor or program directors
- Proactively organize and maintain accurate and complete written records documenting program activity and performance
- Present and maintain a professionally relationship with all project leaders, helpers, clients etc.
- Possess the ability to become proficient in the court management system, Microsoft Office etc.
- Attend necessary training as assigned by the supervisor
- Must be able to properly use all department equipment, including radios, pagers, and motor vehicles

WORK SCHEDULE: part-time 40 hours per pay period, including but not limited to evening programming at Resource Center and after business hours home contacts with youth and families.

Please email resumes and references to Fiscal Officer, Kari Cunningham at:
cunningham.kari@clintoncountyohio.us

CLINTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER