



**Nancy J. Boose, SHRM-SCP**  
Human Resources Director  
**Vermilion County Board**

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# **Notice of Job Vacancy**

**DATE:** January 5, 2023

**POSITION:** *Juvenile Detention Officer*

**DEPARTMENT:** Vermilion County Juvenile Detention Center

**TERMS OF EMPLOYMENT:** Full-time

**BARGAINING UNIT:** Laborer's International Union of North America, A.F.L.C.I.O.

**BASIC FUNCTION:** See attached job description.

**APPLICATION REQUIREMENTS:**

- Requires Bachelor's Degree from accredited College or University.
- Must be a resident of the State of Illinois within ninety (90) days of appointment.
- Must be on the employment eligibility list maintained by the Administrative Office of the Illinois Courts. Application can be found at [www.state.il.us/court](http://www.state.il.us/court)

**STARTING SALARY:** \$ 57,872

**APPLICATION PERIODS:** January 5, 2023 until positions are filled

**METHOD OF APPLICATION:** Send resume and application or apply in person to:

Human Resources Department  
Vermilion County Administration Building  
201 N. Vermilion Street, 2<sup>nd</sup> Floor  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

County applications can be found at [www.vercounty.org](http://www.vercounty.org)  
AOIC Application can be found at [www.state.il.us/court](http://www.state.il.us/court)

EEOP Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)  
AA/EOE

**VERMILION COUNTY JUVENILE DETENTION CENTER  
JUVENILE DETENTION OFFICER  
JOB DESCRIPTION**

*The position of Juvenile Detention Officer requires the ability to work any of three shifts and on an as-needed basis as determined by detention center administrators. This position requires mandatory training on a yearly basis. The position also requires dealing with detainees in a fair, firm, compassionate and a consistent manner.*

**Primary duties and responsibilities include the following:**

Participate in and successfully complete all training.

Attend all staff meetings and shift-change meetings.

Ensure that all log books and computer entries are kept up-to-date, enter complete and accurate data on all entries, and read all log and shift exchange information in a timely manner.

Complete all in-processing and intake procedures on juveniles entering the facility. Properly complete all admission documents, perform strip and frisk searches on all admitted detainees, and conduct an orientation with juveniles.

Process release of juveniles ensuring proper release procedures are utilized, make proper identification of all juveniles prior to release, and complete all appropriate release documents.

Perform security, safety and custodial care duties as assigned; perform physical plant searches; perform routine head counts on population; transport detainees for court hearings and medical appointments; and perform physical plant maintenance as needed.

Deal with all juveniles in a fair, firm, compassionate, impartial and a consistent manner; treat youth with respect and dignity while reinforcing positive behaviors; respond to crisis situations in a safe, effective manner; and observe and record behavior pattern changes in juveniles.

Plan and assist in the development and provision of programming for detainees; evaluate or assist in the evaluation of any programming.

Conduct educational programming when the District 118 teacher is not available and assist the District 118 teacher or aide as needed.

Perform basic laundry duties as assigned.

Aid in the supervision of volunteers and interns.

Perform Control Room duties and responsibilities.

Complete any other job duties as assigned.

#### **JOB REQUIREMENTS:**

Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice field, or other acceptable field of study.

Ability to work various hours and shifts, including holidays and weekends.

Ability to exercise authority with firmness, tact and impartiality.

Ability to understand and carry out detailed oral and written instructions.

Ability to prepare clear and concise reports and correspondence.

Ability to react quickly and calmly in emergencies.

Ability to read and interpret professional journals, technical procedures, and governmental regulations.

Physical strength and agility and freedom from disabling defects.

Ability to physically restrain persons in the course of detention activities.

Ability to pursue individuals on foot (i.e., run) in the course of detention activities.

Ability to lift and/or move heavy objects and/or persons in the course of rescue activities.

**Ability to operate a vehicle and possess a valid Illinois driver's license.**

**Visual ability to read written reports and correspondence.**

**Ability to hear and understand spoken communication with other individuals in person and while using a telephone or radio.**

**Ability to speak clearly enough to communicate effectively with other individuals in person and using a telephone or radio.**

**Cognitive ability to exercise independent judgement and initiative.**

**Cognitive ability to perform complex and varied tasks.**

**Ability to solve practical problems and deal with a variety of situations.**

**Freedom from mental disorders which would interfere with performance of all duties as described.**

**A citizen of the United States; a resident of the State of Illinois; minimum age 21; placement on the Administrative Office of the Illinois Courts employment eligibility list; generally qualified as provided by law or rule of the Court.**