



## Twin Falls County Female-Juvenile Detention Officer

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|---------------------|-----------------------------|---------------------|-----------------------|
| <b>SALARY</b>       | \$21.30 Hourly              | <b>LOCATION</b>     | Twin Falls County, ID |
| <b>JOB TYPE</b>     | Full-time                   | <b>JOB NUMBER</b>   | 202500057             |
| <b>DEPARTMENT</b>   | Juvenile Detention          | <b>OPENING DATE</b> | 06/09/2025            |
| <b>CLOSING DATE</b> | 8/31/2025 10:00 PM Mountain |                     |                       |

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### Position Information

Apply **ONLINE** at [www.twinfallscounty.org](http://www.twinfallscounty.org)

The Twin Falls County Juvenile Detention Center is accepting applications for the position of Juvenile Detention Officer to fill current vacancies and to establish an eligibility roster for future openings.

**Because this is a continuous recruitment, please note that you may not be notified immediately after applying.**

**Shifts are from 6:00am - 6:00pm and 6:00pm - 6:00am, rotating 12 hour shifts.** Applicants **MUST** be willing to work weekend and holiday shifts.

### Job Description

#### CLASSIFICATION SUMMARY

Performs general non-sworn officer duties to ensure the safety and security of the County juvenile detention facility; performs related work as required. The principal duties are performed in a secure corrections facility. Some latitude is granted to the employee but work is subject to stringent state and County legal guidelines. The position includes exposure to potential personal danger. The work is performed under the supervision of the Shift Supervisor.

### Duties / Responsibilities

#### ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Monitors the activities of inmates in the County juvenile detention facility to ensure the safety and security of the facility and to ensure standards, policies, and procedures are implemented and followed;
- Processes new inmates into the juvenile detention center, including ensuring charges and other documents are correct and complete, fingerprinting, photography, physical search, drug/alcohol testing, preparing documents and records, data entry, housing assignment, clothing issuance, inmate orientation, and related booking duties;
- Coordinates inmate scheduling, including court and hearing appearances, evaluations, interviews, and related scheduling;
- Performs release duties, including checking court orders, records, and related paperwork to ensure proper disposition; logging release data into central computer; following all release procedures and protocols; may include installation of electronic monitoring equipment;

- Monitors and logs inmate incoming and outgoing mail, telephone calls, and visitation, ensuring they meet established and approved protocols;
- Maintains facility security by patrolling the secure areas within and around the juvenile detention center, following policies, procedures, and established timelines;
- Maintains facility security by performing physical searches of inmates and their rooms;
- Monitors inmate behavior in a variety of situations, including assigned housing, classroom, exercise, dining, recreation areas, and related secure areas;
- Monitors and logs inmate activities and movements in a variety of situations, including education and recreation; cleaning; mealtimes; showering; interactions with other inmates, teachers, officers, and counselors; contact visitation; and telephone calls;
- Administers disciplinary actions and holds inmates accountable for their actions and behavior, as needed, following facility policies, procedures, and protocols;
- Performs observation checks on inmates in their cells following prescribed time intervals, including inmates on medical, suicide, or other status requiring more frequent checks;
- Performs census count to determine facility population and that inmates are accounted for;
- Takes inventory of items and equipment (utensils, keys, radios, and other listed items) at beginning and end of shift;
- Performs interior and perimeter security checks, including use of security cameras;
- Transports and escorts inmates within the facility and to court hearings, legal proceedings, and other designated appearances;
- Picks up, transports, and serves inmate meals;
- Delivers inmate medications and supervises its administration;
- Supervises inmate hygiene, including showers, clean clothing, laundry, and procedures to prevent spread of communicable diseases;
- Determines if inmates are ill or injured and obtains medical assistance when needed, including transporting inmate for medical attention;
- Participates in ongoing training including, but not limited to, emergency responses, drills, escapes, inmate disturbances, and related incidents;
- Performs all work duties and activities in accordance with federal, state, County, and Department statutes, laws, ordinances, policies, procedures, and safety practices.
- Responds to Commissioners', elected officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested;

#### **SECONDARY DUTIES AND RESPONSIBILITIES:**

- Works non-traditional hours; the facility is staffed 24 hours/day and must be available weekends and holidays;
- On call after regular work hours to respond to emergency situations;
- On call 24/7 to respond to fill a shift as required;
- May substitute for teachers in their absence;
- Performs other duties as assigned.

## **Qualifications**

#### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Detention methods, procedures, practices, equipment, and objectives;
- County procedures including booking, detention, handling and release of juvenile inmates;
- Detention procedures and practices, including inmate confidentiality;

- Federal laws, statutes, and codes applicable to detention and the jail environment;
- Idaho and County statutes, laws, codes, and regulations governing juvenile arrest and detention;
- County and Department policies, procedures, and practices, including inmate restraint procedures;
- Operation of a personal computer and job-related software applications;
- Operation of standard office equipment;
- Specialized equipment used in booking and detention, including but not limited to, fingerprinting and photography equipment, emergency breathing and rescue equipment, two-way radios, security cameras, restraint equipment, stand-off equipment, and related equipment;
- First Aid and CPR.
- Juvenile justice systems, processes, procedures, and objectives;
- Juvenile Court practices and processes, legal terminology, and procedures;
- Methods, techniques, equipment, and standards of drug and alcohol testing;
- File and information management methods and procedures;
- English grammar, spelling, punctuation, and composition;
- County policies regarding safe work practices.

#### **Skill and Ability to:**

- Perform the duties of Juvenile Detention Officer to federal, County, and state standards;
- Monitor inmates to ensure safety and security of the inmates, staff, and facility;
- Operate specialized detention equipment and security systems;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Maintain, interpret, and produce records, logs, documentation, and reports;
- Escort inmates to and from facilities, to and from court, and other appointments;
- Deal physically and/or verbally with uncooperative, distraught, and hostile inmates;
- Recognize unusual medical, physical, or mental conditions of prisoners;
- Work independently as well as in teams;
- Follow written and oral instructions;
- Understand and apply departmental, federal, state, and local law enforcement procedures, policies, rules and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Establish and maintain effective working relationships with inmates, fellow staff members, supervisors, other County employees, the public, and with persons with varied racial, ethnic, or economic backgrounds;
- Communicate clearly and concisely, orally and in writing;
- Prepare accurate and grammatically correct written reports;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set priorities;
- Maintain client and Department confidentiality required by Federal and local laws;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

#### **ACCEPTABLE EXPERIENCE AND TRAINING:**

- High school diploma or GED;
- Must be at least 21 years' old;

- Valid Idaho State Drivers License;
- Juvenile Detention POST certification;
- Have or be able to obtain UAP (Unlicensed Assistive Personnel) medical and AUF (Appropriate Use of Force) certifications;
- First Aid and CPR certification;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass a comprehensive background investigation conducted by an experienced investigator relevant to the position, including fingerprints, as well as a polygraph and remain in good standing for the duration of employment with the County.

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, bend, use hands to keyboard or type, reach with hands and arms, operate specialized detention equipment, operate a motor vehicle, and occasionally lift up to 100 lbs. The employee may occasionally be required to physically restrain an inmate. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus to comprehend written work instructions, prepare and maintain written records, and observe security cameras. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, and communicate effectively in person, by telephone, and by radio. While performing the duties of this classification, the employee works in a detention and outdoor environment, including in inclement weather.

#### **Juvenile Detention Center Employment Disqualifiers:**

The following list of actions or behaviors may result in an applicant being disqualified from consideration for employment. This list of disqualifiers is intended as a guide for employment candidates and is not all inclusive. Other factors that are not listed may also result in a candidate being disqualified from employment consideration. Note: Where the term "conviction" is used, it shall include any conviction in a federal, tribal, state, county or municipal court; a voluntary forfeiture of bail, bond, or collateral deposited to secure a defendant's appearance in court as a final disposition; the payment of a fine; a plea of guilty, nolo contendere, or a finding of guilt regardless of whether the sentence is imposed, suspended, deferred or withheld; the charge dismissed or the record expunged.

Disqualifiers include but are not limited to:

1. Failure to meet minimum job qualifications.
2. History of job terminations for disciplinary problems.
3. Five (5) or more moving traffic offenses within three (3) years prior to application.
4. Driver's license suspensions or driving without privileges convictions within three (3) years prior to application.
5. D.U.I. convictions within three (3) years prior to application.
6. Falsification, deliberate misrepresentation or omission of information on employment application or any supporting documents or interviews.
7. Any history of behavior involving dishonesty, unprofessional conduct, unethical conduct, or immoral conduct which may affect the applicant's ability to perform the duties of a Juvenile Detention Officer.
8. A conviction of any misdemeanor drug offense or crime of deceit within five (5) years prior to application.
9. Any arrest or conviction for domestic violence.
10. Any conviction of any misdemeanor child abuse or sex crimes including peeping Tom type crimes.
11. A conviction for any other misdemeanor within two (2) years prior to application.
12. Any felony conviction. (Juvenile convictions will be reviewed on a case-by-case basis.)
13. The commission of any serious felony, whether arrested or convicted, such as murder, attempted murder, rape, robbery and aggravated assault.
14. Use of marijuana or similar drugs within three (1) years prior to application. Note: Consideration may be given for experimentation vs constant user/abuser. Polygraph confirmation is required before an exception may be considered.
15. Abuse or unlawful use of prescription drugs, stimulants, barbiturates or steroids within five (5) years prior to

application. Note: Consideration may be given for experimentation vs constant user/abuser. Polygraph confirmation is required before an exception may be considered.

16. Use of "hard" illegal drugs within eight (5) years prior to application, i.e.: methamphetamine, LSD, cocaine, heroin, hallucinogens, mescaline, psycilobin mushrooms, Quaaludes, opium, speed, etc. Note: An exception to this policy may be granted for a single, experimental, one-time use only within the time periods described. Polygraph confirmation is required before an exception may be considered.

17. Any sale, manufacture, cultivation or transport of any illegal narcotics, drugs or marijuana.

18. A "dismissal," "bad conduct discharge" (BCD), "dishonorable discharge" (DD), or administrative discharge of other than honorable (OTH), "general under honorable conditions" (GEN) discharge, a "general" discharge, or an "uncharacterized" discharge from the military service will disqualify the candidate.

19. (a) The Agency shall not hire or promote anyone who may have contact with residents, and shall not enlist the services of any contractor who may have contact with residents, who –

1. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution.
2. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
3. Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a)(2) of this section.

20. (b) The agency shall consider any incident so sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with residents.

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**Employer**

Twin Falls County

**Address**

P.O. Box 126

Twin Falls, Idaho, 83303

**Phone**

208-736-4174

**Website**

<http://www.twinfallscounty.org>

## Female-Juvenile Detention Officer Supplemental Questionnaire

### \*QUESTION 1

Can you provide documentation that you have a high school diploma from an accredited high school or G.E.D.?

☐ Yes

☐ No

### \*QUESTION 2

After reading the Idaho P.O.S.T. Juvenile Detention Officer Disqualifiers (on the job description), do you meet the minimum qualifications of this position?

☐ Yes

☐ No

\* Required Question