



Brown County Human Resources

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Aberdeen, SD 57401
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www.brown.sd.us

Classification: Home Detention Officer

Wage: \$16.65/hour

Department: Brown County Sheriff's Department

Reports to: Sheriff

FLSA: Non-Exempt

Opening date: 03/12/2020

Closing date: 03/27/2020

JOB DESCRIPTION

Summary/Objective:

The Home Detention (HD) Program is used as a less-restrictive option opposed to being detained in the Juvenile Detention Center. The HD Officer will perform a minimum of two phone contacts and one face-to-face contact with all juveniles throughout the day.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Confer with juveniles, court services agents, legal representatives, family, school officials, and other concerned persons on how the offender is doing at home, work, and at school.
- Log all daily activity from interactions with the juvenile, their parents, and others who work/interact with the juvenile and document information in a professional and precise manner.
- Evaluate juvenile's progress on follow-up basis including visits at home, school, and place of employment.
- Process the intake of new and returning juveniles to the program.
- Perform random search and seizure.
- Perform preliminary breath tests (PBT's) and urinalysis (UA's) as requested by the Home Detention supervisor, court services agent, and the court system.
- Report to dispatch with any violations resulting in detainment and prepare corresponding report once detained.
- Assist on the escort and transport of juveniles.
- Report daily to the Sheriff on Home Detention activity.
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An Equal Opportunity Employer

Competencies:

- Stress Management/Composure
 - o Determining and executing proper course of action under emergent conditions.
 - o Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Problem Solving/Analysis
 - o Using initiative and independent judgement within established policy guidelines.
 - o Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 - o Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Teamwork Orientation
- Decision Making
 - o Agency regulations, policies, office administrative processes and procedures.
- Communication Proficiency
 - o Preparing clear and concise written incident reports.
 - o Principles and techniques of public relations and customer service, both in person or over the phone.
 - o Accurately observing and recording juvenile behavior.
 - o Communicating effectively in oral and written forms.
 - o Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
 - o Write routine reports and correspondence.
 - o Speak effectively before groups of citizens or employees of an organization.
- Technical Capacity
 - o Safety, security and first aid policies and procedures.
 - o Use of specified computer applications
 - o Record keeping principles and practices.
 - o Performing basic office support work.
 - o Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - o Compute rate, ratio, and percentages.

Supervisory Responsibility:

- This position has supervisory responsibilities

Work Environment:

The position is exposed to occasionally outside weather conditions, extreme cold, and extreme heat. Employee may endure verbal or mental abuse when confronted with the hostile views and opinions of juveniles and their parents/guardians.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling

- Grasping: applying pressure to an object with the fingers and palm
- Talking: expressing or exchanging ideas by means of the spoken word
- Hearing: perceiving the nature of sounds without major correction
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Light Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds

Position Type / Expected Hours of Work:

- Full-time; Hours: Monday thru Friday 4:00 pm to 12:00 am; may include evenings, weekends, and holidays as needed.

Travel:

- Periodic travel for training may be necessary for this position.

Education and Experience:

- Minimum of a high school diploma or general education degree (GED)
- Experience with the juvenile justice system and/or working with juveniles is preferred.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Maintain CPR certification
- Must be 21 years of age; bring certified birth certificate
- U.S. citizen; bring social security card
- No felony convictions
- Possess or be able to obtain a valid SD driver's license

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Sheriff's Office
22 Court St.
Aberdeen, SD 57401

or

- Email: Brian.Bahr@browncounty.sd.gov