

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b>	Court of Common Pleas	<b>Unit:</b>	Judicial Services
<b>Name:</b>		<b>Position Title:</b>	Detention Sergeant
<b>Class Title:</b>	Detention Sergeant	<b>Class Number:</b>	41442

<b>Dept./Div.:</b>	Probate - Juvenile Division	<b>Civil Service Status:</b>	Unclassified
<b>Reports To:</b>	Detention Captain	<b>Employment Status:</b>	Full-time
<b>Pay:</b>	Resolution	<b>FLSA Status:</b>	Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education with 2 [TWO] years of experience working with young people in a controlled setting, youth services, criminal justice, or related field; prior experience in supervising staff is required. Preference is for individual presenting two years of experience in Corrections, Law Enforcement, or Residential Treatment, including at least one year experience performing duties equivalent to a Detention Sergeant. [OR] a combination of training, education, and experience that is equivalent to the employment standards listed above and that provides the required knowledge and abilities. Individual must successfully complete Juvenile Detention Sergeant Orientation; shall successfully complete a nine (9) month probationary period demonstrating the ability to supervise and perform detention functions, while maintaining order and security of this facility. Must establish and maintain an active supporting relationship with JJC Supervisory / Administrative Team. **\*\* MUST BE AVAILABLE TO WORK ALL SHIFTS\*\***

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

First aid and cardio-pulmonary resuscitation certificates. Valid Ohio Drivers license with an acceptable driving record.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Typewriter, fax, computer, office copier, telephone, magnetometer, restraint devises, washer, dryer, floor buffer, kitchen equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

For purposes of ORC 4167.

Occasional -Exposure to bodily waste, tissue or fluids.

Periodic -Contact with potentially violent or emotionally distraught persons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. As a provision set by the Juvenile Court, employees who have direct contact with youths who are in the care and custody of the Detention Center; shall be considered serving in a Safety – Sensitive position and all functions of said position are to be considered Safety Sensitive. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Employee Signature)

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(Employee Print Name)

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(Date)

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<b>Name:</b>		<b>Position Title:</b>	Detention Sergeant
<b>Class Title:</b>	Detention Sergeant	<b>Class Number:</b>	41442
<b>Supervisor's Title:</b>	Detention Captain	<b>Number:</b>	71241

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**Supervises:** Detention Officer - 41441

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

35% (1) Supervises shift of detention officers; schedules personnel; assigns tasks, provides direction and ensures work complies with organizational standards; authorizes overtime; reviews and approves time records; reviews and forwards leave requests; hears and resolves grievances; recommends suspensions, reductions or dismissals; provides employee training and orientation; performs performance evaluations; issues oral and written warnings.

(1) **Knowledge of:** (a)\*; (b)\*; (c); (d); (e); (f); (g).  
**Ability to:** (h); (i); (j); (k); (l); (m); (n).

30% (2) Supervises and performs detention functions; maintains order and security of facility; supervises observation of juveniles; performs intake procedures (e.g., prepares paperwork, gives showers, marks clothes, secures money and personal items, places in cell, etc.); operates and monitors electronic security equipment; supervises lock-ups; serves meals; observes visitation; observes recreation activities; performs inspections; secures and locks doors; prepares and submits periodic reports, forms and correspondence; maintains detention records.

(2) **Knowledge of:** (b)\*; (c); (d); (e); (o).  
**Skill in:** (p).  
**Ability to:** (h); (i); (j); (k); (l); (m); (r); (s).

18% (3) Maintains facility, equipment and supplies; performs preventative maintenance of facility and equipment; performs minor repairs of facility and equipment; performs cleaning and maintenance of facility.

(3) **Knowledge of:** (b)\*; (c); (d); (q).  
**Ability to:** (h); (i); (k); (m); (r); (s).

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7% (4) Maintains external relationships; works with external agency officials and employees in performing organizational functions; communicates with law enforcement officers, probation officers and parents.

(4) **Knowledge of:** (a)\*; (b)\*; (e).  
**Ability to:** (h); (j); (k); (l); (m).

### OTHER DUTIES AND RESPONSIBILITIES:

10% (5) Performs payroll functions; authorizes overtime; reviews and approves time records; reviews and forwards leave requests.

(5) **Knowledge of:** (b)\*; (e).  
**Skill in:** (p).  
**Ability to:** (h); (j); (k); (l); (m).

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** (a) organizational goals and objectives\*; (b) organizational policies and procedures\*; (c) corrections policies and procedures; (d) jail security practices, procedures and equipment; (e) records preparation and management; (f) employee training and development; (g) supervision; (o) juvenile law; (q) custodial methods and techniques.

**Skill in:** (p) typing.

**Ability to:** (h) carry out detailed but basic written or oral instructions; (i) recognize unusual or threatening conditions and take appropriate action; (j) prepare accurate documentation; (k) communicate effectively; (l) maintain records according to established procedures; (m) develop and maintain effective working relationships; (n) resolve complaints; (r) demonstrate ability to lift up to 50 lbs.; (s) perform manual labor.

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