

# **ERIE COUNTY**

## **JOB POSTING #2025-005**

**POSITION:** PT Juvenile Corrections Officer  
**DEPARTMENT:** Family Court-Detention Center  
**SALARY:** \$18.00/hour  
**POSTING DATE:** 8:00 a.m., January 1, 2025  
**CLOSING DATE:** 4:30 p.m., June 30, 2025

### **MINIMUM REQUIREMENTS**

Education equivalent to the completion of the 12th grade. Knowledge of human relations. Knowledge of public relations. Knowledge and ability to adhere to safety practices and procedures. Ability to carry out oral and written procedures. Ability to communicate effectively both orally and in writing. Has some computer knowledge or is trainable. Ability to develop and maintain an effective working relationship with residents, co-workers, outside agencies, and supervisors. Ability to follow the chain of command. Ability to establish facts and draw valid conclusions. Ability to certify in both first aid and CPR procedures. Ability to work with minimum supervision. Valid Ohio driver's license. Erie County residents preferred.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, [www.eriecounty.oh.gov](http://www.eriecounty.oh.gov), where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at Your Job Store at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 06/30/2025. EOE/AA/ADA

Approved for Content Mentor SW 01/10/25

Approved for Posting MS 8/25 11/25

## 2025-005    ERIE COUNTY JOB OPENING ANNOUNCEMENT

### Where Applications Taken:

Erie County Human Resources Office  
Erie County Services Center  
Second Floor, Room 210  
2900 Columbus Avenue  
Sandusky, Ohio 44870

Office Hours:  
8:00 a.m. till 4:30 p.m.  
Monday through Friday

### Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
Firelands Campus	Erie County Office Bldg.
Ohio Business College	
Goodwill	
Health Department	C.A.C.
Newspaper	NAACP
SHS Vocational ED.	Terra Tech
All County Bulletin Boards	OhioMeansJobs

---

### ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

---

DEPARTMENT:	<b>Family Court/ Detention Center</b>	POSITION:	<b>PT Juvenile Corrections Officer</b>
POSTING DATE:	8:00 a.m., Wednesday January 1, 2025	LOCATION:	1319 Tiffin Avenue Sandusky, OH 44870
CLOSING DATE:	4:30 p.m., Monday June 30, 2025	WORKING HOURS:	Various shifts and hrs.
EFFECTIVE DATE:	A.S.A.P.	SALARY:	\$18.00/hour

### Job Responsibility:

The Juvenile Corrections Officer (JCO) is responsible for the daily supervision, monitoring, disciplining, crisis intervention, health, safety, security and welfare of detained juveniles.

### Illustrative Duties:

- Performs verbal de-escalation and physical intervention of residents as required.
- Transports residents as directed.
- Supervises residents in all group activities as assigned.
- Adheres to strict control measures to guard against escapes and contraband entering the facility.
- Physical contact by a JCO is restricted to the same sex as a resident during all required, non-emergency duties such as pat down, metal detector and/or intake searches. During these times, only male JCO's have contact with male residents or female JCO's with female residents.
- Documents behavior and productivity of residents in all activities within the facility or when transported outside the facility.
- Documents inappropriate behavior and attitudes of residents.
- Confers with other detention staff and/or court personnel regarding resident progress, behavior problems or security risk concerns.
- Monitors and documents all bed checks during any period resident(s) are in sleeping rooms.
- Disciplines residents in a consistently appropriate manner for violations of the code of conduct.
- Monitors visitation of residents and ensures that the visitors' log is documented.
- Promptly reports improvements needed in building maintenance to immediate supervisor.
- Attends scheduled staff meetings to contribute ideas, receive information concerning policies and procedures, security, training, and shares valuable information concerning residents.
- Attends conferences/training sessions to receive a minimum 32-hours annual mandatory training.
- Performs other related duties as assigned.

### Minimum Qualifications:

- Education equivalent to the completion of the 12<sup>th</sup> grade.
- Knowledge of human relations.
- Knowledge of public relations.
- Knowledge and ability to adhere to safety practices and procedures.
- Ability to carry out oral and written procedures.
- Ability to communicate effectively both orally and in writing.
- Has some computer knowledge or is trainable.

**Minimum Qualifications (con't):**

- Ability to develop and maintain an effective working relationship with residents, co-workers, outside agencies, and supervisors.
- Ability to follow the chain of command.
- Ability to establish facts and draw valid conclusions.
- Ability to certify in both first aid and CPR procedures.
- Ability to work with minimum supervision.
- Valid Ohio driver's license.

**Preferred Qualifications:**

- Prior experience in juvenile justice or behavioral science field.
- Prior experience in working with young people in a correctional setting.
- Erie County residents preferred.

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**