

## Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Detention Home to fill one or more vacancies in the following job classification.

Job Classification: Shift Supervisor  
Location: LaSalle County

Department: LaSalle County Detention Home  
707 East Etna Road  
Ottawa, IL 61350

Regular Work Week: **40 hours per week; shift work; weekends and holidays**

Hours of Work: Shifts cover as follows:

**7 a.m. to 3 p.m.**  
**3 p.m. to 11 p.m.**  
**11 p.m. to 7 a.m.**

**Scheduled hours per shift may vary from 8 to 10 hours depending on facility need.**

Wage: \$ 44,870 per year

Position is: Non-Union

*See Job Description for Duties, Minimum Qualifications and Physical Demands*

Interested persons should apply by sending a Resume and Cover Letter, completed LaSalle County Application, and Administrative Office of Illinois Courts Hiring Eligibility Application to:

**LaSalle County Detention Home**  
**Attn: Jacob Holland**  
**707 East Etna Road**  
**Ottawa, IL 61350**

**Applications Due By: Monday September 23, 2019**

# LaSalle County

## Job Description



**Job Title:** Shift Supervisor

**Work Location:** LaSalle County Juvenile Detention Home

**Division/Department:** Detention Home

**Reports To:** Assistant Director of Detention Services

**Employment Classifications:**

- Full-Time    Part-Time  
 Exempt    Nonexempt  
 Salaried    Hourly  
 Bargaining Unit

**Salary Grade:** \_\_\_\_\_

**Current Employee Holding Position Is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

Under the direct supervision of the Director and Assistant Director of Detention Services this position has the responsibility of supervising staff and residents in the Detention Home. This position has the authority to approve admissions into the LaSalle County Detention Home.

- Supervise line staff.
- Organize the shift and delegate duties.
- Ensure all duties of the shift are completed properly and shared equally.
- Act as liaison between shifts.
- Contact agencies for services to residents.
- Monitor use of room confinement.
- Assist in making crisis intervention decisions.
- Provide orientation training for new staff members, and on-going detention relevant training for all staff.
- Make intake decisions using detention criteria.
- Grant staff schedule changes.
- Determine the need for use of overtime.
- Assist in conducting staff meetings and trainings by organizing agenda and training topics, taking notes, and keeping program records up-to-date.
- Provide documentation for quarterly reviews/annual evaluations.
- Complete quarterly reviews and annual evaluations of staff.
- Assist in counseling residents.
- Provide weekly report of shift to Administration.
- Ensure the facility is kept clean and in compliance with State standards.
- Make necessary decisions to ensure the orderly operation of the facility.
- Perform other duties as assigned or required.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

**Education and/or Work Experience Requirements:**

- Complete Administrative Office of Illinois Courts(A.O.I.C.) Probation/Court Services Employment/Promotion Application, Application can be found online at the following link:  
<http://www.state.il.us/court/Administrative/forms/Probation/Employment>
- Applicant must appear on the A.O.I.C. Hiring Eligibility List
- Master's Degree in management, public administration, criminal justice or social services, and one (1) or more years of employment in probation/court services. For juvenile detention personnel, this required year of employment must be in juvenile detention/residential services.
- Or, Bachelor's Degree and two (2) or more years employment in probation/court services. For juvenile detention

personnel, at least one (1) of the required years of employment must be in juvenile detention or residential services.

- Must be able to operate office equipment and have experience with Microsoft Office programs.
- Strong verbal and written communication skills, including the ability to effectively communicate with internal departments and externally within the scope of the judicial system.
- Ability to work with minimal supervision.

**PHYSICAL DEMANDS:**

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

This position requires sitting (4-6 hrs.), standing/walking (2-4hrs) and may experience occasional standing, balancing, stooping, crouching, reaching and pushing/pulling movements. Repetitive motion – use of the hands and fingers for typing/keyboarding, hand-written documentation and regular office work. **Defined Heavy Work** - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Visual acuity needed to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The worker is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to those internal/external seasonal temperatures. The noise level in the work environment is raised due to youth activity on a daily basis; there is sufficient noise to cause the worker to shout in order to be heard above ambient noise level at times.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**

# APPLICATIONS FOR EMPLOYMENT

- **COVER LETTER AND RESUME**
  - LASALLE COUNTY DETENTION HOME  
C/O Jacob Holland-DIRECTOR  
707 E. ETNA RD., OTTAWA, IL. 61350
  
- **LASALLE COUNTY APPLICATION FOR EMPLOYMENT**
  - APPLICATION CAN BE FOUND ONLINE AT THE FOLLOWING LINK
  - <http://www.lasallecounty.org/employment/>
    - MUST BE FILLED OUT COMPLETELY
  
    - IN EMPLOYMENT EXPERIENCE, BE SURE TO INITIAL THE [\*] IF THE EMPLOYER CAN BE CONTACTED
  
    - THREE PERSONAL REFERENCES, CANNOT BE FAMILY RELATION
  
- **A.O.I.C. HIRING ELIGIBILITY-PROBATION/COURT SERVICES EMPLOYMENT/PROMOTION APPLICATION**
  - APPLICATION CAN BE FOUND ONLINE AT THE FOLLOWING LINK
  - <http://www.state.il.us/court/Administrative/forms/Probation/Employment/>
    - MUST HAVE COMPLETED FOUR YEAR COLLEGE DEGREE TO BE ELIGIBLE FOR HIRE
  
    - OFFICIAL TRANSCRIPTS MUST BE SENT TO THE A.O.I.C. IN SPRINGFIELD
  
    - COPY OF TRANSCRIPTS MUST ALSO BE SENT, ALONG WITH COPY OF THIS APPLICATION, TO THE OFFICE OF THE CHIEF JUDGE FOR THE 13<sup>TH</sup> JUDICIAL CIRCUIT