JOB DESCRIPTION

Job Title: Detention Officer/Deputy
Reports to: Captain
Salary Range: $23.03 (Commissioned)

Type: Full-Time
FLSA Status: Non-Exempt
$20.61(Non-Commissioned)

POSITION SUMMARY

The Detention Officer is responsible for maintaining the safety, security, and orderly operation of the County detention facility. This position monitors and supervises inmates, maintains facility security, responds to incidents and emergencies, and ensures compliance with established policies, procedures, and applicable laws. The ideal candidate is dependable, observant, professional, and able to remain calm and make sound decisions in a security-focused environment. This position is open to both civilian and commissioned applicants.

ESSENTIAL POSITION DUTIES & RESPONSIBILITIES

The following statements are intended as general examples of the duties of this position and are not all-inclusive for specific positions. Other reasonable duties may be assigned.

- Supervise inmates in a secure facility in accordance with departmental policies and procedures.
- Maintain order and discipline among inmates.
- Conduct inmate counts, searches, and inspections.
- Transport inmates to and from court, medical appointments, or other facilities when necessary.
- Complete and maintain detailed reports and logs related to daily operations, incidents, and inmate behavior.
- Respond to emergencies and incidents as directed.
- Monitor surveillance equipment and control entry and exit points.
- Assist with the intake and release of inmates, including booking procedures.
- Communicate professionally with inmates, visitors, and coworkers.
- Performs other duties as assigned.

Qualifications

- High school diploma or equivalent.
- Additional training in law enforcement or corrections is preferred.
- Must possess a valid driver's license.
- Ability to pass a background investigation.
- Ability to maintain confidentiality and exercise sound judgment.
- Must follow established policies, procedures, and safety protocols.
- Strong communication and interpersonal skills.

The statements herein are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract of employment and are subject to change at any time due to reasonable accommodation, business demands or direction by management.

All candidates must pass a pre-employment drug screen and a background check.

St. Francois County is an equal opportunity employer and is committed to fostering a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.