



PULASKI COUNTY

invites applications from current County Employees and the
General Public for the position of:

Juvenile Detention Clerk

An Equal Opportunity Employer

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| Department: | Juvenile Detention | | |
| Starting Salary Range: | \$24,099 – 27,189 | | |
| Position Number: | 30 | | |
| FLSA Status: | Non-Exempt position, eligible for overtime | | |
| Safety Sensitive Designation: | This position is designated as safety sensitive and is subject to random drug and alcohol screening. | | |
| Opening Date: | 3/18/21 | Closing Date: | 3/24/21 at 5:00 PM |

JOB SUMMARY:

Responsible for ensuring juvenile visitation follows departmental policies and procedures, maintains appropriate visitation documentation, and providing clerical support to departmental staff.

ESSENTIAL JOB FUNCTIONS:

- Greets and screens visitors to juveniles ensuring that visitors can provide identification and/or professional service provider credentials.
- Informs housing units of juveniles having visitors.
- Enters visitor information into the juvenile's file.
- Directs visitors into visitation rooms; monitors visits to ensure visitation regulations are followed.
- Initiates and terminates visitation periods.
- Schedules special visits as directed by Director.
- Maintains communication with shift supervisor as necessary for juvenile movement in and out of corridor.
- Communicates with parents, court personnel, and various agencies as needed to answer questions or provide information; answers questions from public as needed.
- Answers and directs incoming telephone calls.
- Writes reports as needed to document rule violations or other incidents witnessed.
- Receives and distributes incoming mail to departmental personnel.
- Duplicates, collates, and mails reports, lists, correspondence, grants, information, etc.
- Assists in maintaining files and other departmental records.
- Distributes memos, policies, and other correspondence to Juvenile Detention Staff.
- Provides back up to the Administrative Assistant in the event of absence.
- Completes daily roster of juveniles detained within the facility, including time detained, court date, and other juvenile information; distributes to courts and probation officers.
- Receives and stores juvenile's personal property and hygiene products from parents and distributes to residents.
- Provides receipts for juvenile's medication and ensures medication is forwarded and received by the Detention Center medical staff.
- Inputs transport orders into jail management system.
- Communicates with Sheriff's Department regarding transporting of juveniles to Arkansas Division of Youth Services (DYS) and Adult Circuit Court.
- Completes Notices of Detainment.

- Assists in maintaining inventory records of department's supplies and equipment.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Perform other related duties as required.

PERSONNEL SUPERVISED: None

PHYSICAL REQUIREMENTS:

Digital dexterity necessary for keyboard operation.

Visual acuity sufficient for computer use.

Ability to effectively communicate orally, both in person and by telephone.

Ability to work in a constant state of alertness and in a safe manner.

Ability to concentrate for long periods of time.

WORKING CONDITIONS:

Work is performed in a smoking-restricted office environment. Position may be required to work rotating shifts and varying schedules. Occasional transporting of youth to other facilities is required.

MINIMUM QUALIFICATIONS:

Completion of high school or GED equivalency including training in computer data entry; some work experience as a receptionist, customer service operator, or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:

Employment is contingent upon satisfactory completion of the following requirements: criminal background check, sexual offender check, child maltreatment check, traffic offense check, and drug screen.

PREFERENCES:

None

APPLICATION REQUIREMENTS:

Applications must be filed online at www.pulaskicounty.net.

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to humanresources@pulaskicounty.net or call (501) 340-6110.

Please Note: Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

March 18, 2021

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