DETENTION OFFICERS
On-Call / Relief
Posting #15-21

MASON COUNTY EMPLOYMENT OPPORTUNITY

Note: External posting with the public is concurrent with internal for Juvenile Detention Teamsters, therefore if a qualified applicant from the bargaining unit applies, they could be selected for the position.

Opening Date: May 13, 2015
Department: Juvenile Detention Center
Closing Date External: August 14, 2015*
Closing Date Internal: May 19, 2015
Hourly Rate: $18.77

*Multiple openings - roster of applicants will be reviewed continuously with selection(s) that may occur prior to external closing date.

Job Summary
Responsible for supervision, care, custody, and transportation of detained juveniles. Also performs facility maintenance and meal service. This is an on-call and relief position for full-time officers which may involve working the weekends and holidays, and has the possibility of becoming full-time.

Examples of Duties
Performs admissions and releases of juveniles, patrols the detention center to maintain order, conducts searches of residents for illegal articles and weapons, documents daily activities, assists juveniles with education and health requirements.

Minimum Requirements
High school graduate or GED and two years working with at-risk youth* OR two years of college and some experience working with at-risk youth. Must possess a valid WA State Driver’s License with good driving record, and ability to work graveyard shifts. Selected candidates are subject to pre-employment polygraph test and complete background check and must obtain a food handler’s permit prior to employment. Must be able to participate in rigorous defensive tactics training.

* Part-time experience must be equivalent to two years of full time experience or more.

Application & Selection Process
Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened base upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. Please read the reverse side for additional information. This selection process may be subject to change.

Submit Applications to:
Mason County Human Resource Department
411 North Fifth Street, Shelton, WA 98584 (360) 427-9670 Ext 268
www.co.mason.wa.us

Equal Opportunity - Affirmative Action Employer
Drug-free Work Environment
Application Instructions – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department by 5:00 p.m. on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources Bldg I, 411 North Fifth Street, Shelton, WA 98584. Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt. Only original applications are accepted (faxes or e-mail versions are not acceptable).

Eligibility List – This registry may be used by Mason County for any similar openings which occur within the next six months. However applicants must submit another application to be considered for future openings which are posted and advertised.

Applicant Qualifications – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

Authorization to Work – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

Union Affiliation – Joining a union may be a condition of employment for some positions pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law.

Work Environment – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

“At-will” Positions – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. However the County cannot discriminate an employee in conjunction with his/her termination.

Affirmative Action/Equal Employment Opportunity – Mason County is an equal opportunity employer committed to fair employment practices without regard to race, color, religion, creed, sex, age, marital status, national origin, veteran services, or individuals with disabilities.

Accommodation – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 268.

Health Insurance – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

Paid Leave – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

Retirement Plan – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.