



Johnson County Detention Officer (Female)

SALARY	\$29.68 Hourly	LOCATION	Johnson County Sheriff's Office PO Box 2540 511 S Capitol Street Iowa City, IA
JOB TYPE	Full-time	JOB NUMBER	00852
DEPARTMENT	Sheriff's Office	OPENING DATE	05/05/2025
CLOSING DATE	5/30/2025 11:59 PM Central		

Definition & Duties

Johnson County Sheriff's Office is accepting applications for full-time Detention Officers. The Detention Officer is responsible for supervising inmates, enforcing rules and regulations and ensuring the overall safety of the jail. Two shifts are open; each shift works a 4 day on and 2 days off rotation.

Knowledge of & Ability to

- Facility security procedures and controls
- Law enforcement rules, codes, regulations
- Conflict resolution and negotiation
- Current CPR and first aid techniques, practices, and lifesaving medical devices
- English language to include basic grammar, sentence structure and vocabulary

Ability to:

- Remain calm in adverse circumstances and maintain effective discipline. Contain and control inmates during stressful situations.
- Exercise good judgment, think and react quickly and decisively
- Represent Johnson County and perform duties in a professional, responsible and trustworthy manner
- Operate systems, communications equipment, intercoms, radios, security monitor, and multi-line telephones
- Quickly recognize behavior problems or security issues and take immediate action to intervene
- Complete training requirements as defined by the Sheriff's Office and the Iowa Administrative Code
- Enforce Jail rules and regulations firmly and fairly
- Follow oral and written instructions
- Establish and maintain effective working relationships with co-workers, other law enforcement officials, supervisors, and members of the public
- Maintain confidentiality and security of information as appropriate
- Handle moderate to high levels of stress, meet deadlines and solve problems appropriate to the position
- Use proper grammar, punctuation, and sentence structure in written and electronically generated Johnson County Jail reports.
- Utilize the jail computer system to enter data and produce reports

- Accurately document incidents containing clear, concise, and complete information in chronological order. Analyze data and reach logical conclusions
- Have clarity of speech, hearing, and writing which permits effective communication. Effectively communicate orally, written, and electronically
- Occasionally lift, carry, push and/or pull up to 35 pounds
- Stand, sit, climb, balance, stoop, kneel, squat, bend, twist, reach, and crawl
- Have sufficient manual dexterity to make handwritten notations and which permits use of a keyboard and mouse
- Have sufficient vision which permits production and review of a wide variety of materials both in electronic and hardcopy forms
- Work flexible schedule and occasional overtime as needed

Minimum Education, Training & Experience & Special Requirements

High school graduate (or equivalent).

Special requirements:

Iowa Code 356.5 requires a female to be on the premises at all times during the incarceration of one or more female prisoners. Only female applicants will be considered for these positions as it is a bona fide occupational qualification (BFOQ).

Successful completion of 40 hours of continuing education in the administration of correctional facilities is required the first year and 20 hours of such education is required each year thereafter. Must reside in Johnson County or within a twenty-five mile radius of the Johnson County Sheriff's Office within six months of hire. Safe driving records and insurable under County liability coverage. Must pass background investigation.

Specific Duties

to be performed satisfactorily with or without reasonable accommodation

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Answers the telephone and responds to inquiries; and when necessary, routes phone calls.
- Process inmate activities including intake and releases, court appearances, phone calls, visitation, etc. for each shift.
- Processes inmates into custody, conducts searches of inmates, vehicles, packages, and equipment; inventories and takes charge of personal property.
- Supervises inmates during meals, exercise, work, recreation, personal hygiene and related activities.
- Provides for the inmate's basic needs, physical safety, well-being, sanitary conditions, and ensures that inmate rights are adhered to.
- Maintains control and internal security of the Johnson County Jail through visual monitoring from restricted access control rooms.
- Patrols facilities and makes security checks; conducts rounds, and inmate counts; inspects all areas of the Jail for safety/security deficiencies. Including escorting and transporting inmates to and from different locations/facilities.
- Use force and apply restraining devices when appropriate.
- Responds in a calm, confident and organized manner to emergency situations such as alarms, altercations, or medical emergencies.
- Maintains logs, prepares reports, enters information into electronic record system.
- Distributes and administers medications to inmates as prescribed.
- Identifies serious or life-threatening medical conditions, makes the appropriate notifications, and administers basic first aid and/or lifesaving aid with or without medical devices.

- Operates electronic doors, telephone systems, two-way radios, intercom, alarm systems, closed circuit TV systems, computer terminals, and other related equipment.
- Participates in training/educational opportunities and work-related meetings as required.
- Performs all work duties and activities in accordance with County policies, procedures, collective bargaining agreement, and safety practices.
- Attends work regularly at the designated place and time.

Resume and cover letter must be attached to online application.

For questions regarding this position please contact Ines Beltre at 319-688-8076 or ibeltre@johnsoncountyiowa.gov.

Employer

Johnson County

Address

913 S Dubuque St
Suite 103
Iowa City, Iowa, 52240

Phone

319-356-6003

Website

<https://www.johnsoncountyiowa.gov/>