

# NOTICE OF JOB OPENING

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| <b>Posting Begins</b> | September 16, 2021 | <b>Posting Ends</b> | July 6, 2022 |
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| <b>Position Title</b> | <b>SURVEILLANCE OFFICER</b> |
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| <b>Department</b> | Community Corrections | <b>Division</b> | House Arrest |
|-------------------|-----------------------|-----------------|--------------|

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|---|--------------------|---|-------------|----|-----------|
|   | New Position       | X | Full-time   | 40 | Hrs./Week |
| X | Replacement        |   | Part-time A |    | Hrs./Week |
|   | Seasonal Temporary |   | Part-time B |    | Hrs./Week |

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| <b>Location of Position</b> | 710 N. 7th St. Kansas City, KS 66101 (Justice Complex / House Arrest) |
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**BRIEF JOB DESCRIPTION:** This position will receive cases from the House Arrest Supervisor in examining the suitability for house arrest for juvenile, district and municipal courts. Duties require screening and retrieving the client from the detention center or weekend intervention program. Explains program to household and installs monitoring equipment. Verifies and enters the leave and return schedules in the house arrest web patrol computer database. Reports in person to the household if a Sentinel Alert Page is received. Performs random accountability checks at home, school, employment and other approved activities. Conducts breathe analysis and urinalysis. Enters client and staff activities in the case management computer system at the end of each shift.

**MINIMUM QUALIFICATIONS:** High School diploma or GED or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in working with offenders and the public. Working knowledge of Microsoft Office products and personal computers. Ability to communicate both orally and in writing. Valid Kansas Driver's License and liability insurance is required. Must pass a background check and CVSA truth verification test. Must be a Wyandotte County resident or willing to relocate within 12 months of hire.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

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|---------------------|---------------------|-------------|------|--------------------|------|
| <b>Salary Range</b> | \$16.17-\$20.58/hr. | <b>PI #</b> | 6901 | <b>Class. Code</b> | 5314 |
|---------------------|---------------------|-------------|------|--------------------|------|

Extend 6/23/22

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR BE WILLING TO RELOCATE.**

**PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY.**

*The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*

EOE

6/23/22