

2019 PROGRAM SPECIFICATION  
Premier Workforce Solutions

PROGRAM #: 648

STANDARD PROGRAM: Youth Detention Clerk

TARGET POP: Youth in Juvenile Detention

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YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

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UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: 7 days a week 24 hours per day

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

**PROGRAM DESCRIPTION:**

Vendor shall provide 1 FTE contracted staff and payroll services for the following positions:

**Youth Detention Clerk**

**Basic Function**

Type statistical reports, correspondence; file and organize records/ answer telephone; maintain admission and release tickler system; data entry on personal computer, and perform various other essential clerical duties.

**Essential Duties**

1. Administrate overall operation of the office.
2. Facilitate all court hearings; contact guardians, attorneys, department workers, and other pertinent collateral contacts.
3. Responsible for all typing; reports, memos, letters, educational materials, and office forms.
4. Perform admissions and releases for all juveniles.
5. Answer the telephone, relay messages to other County departments and community agencies.
6. Provide Juvenile Court, Division Manager, and Superintendent with written information daily regarding detained juveniles.
7. Record (daily) file records.
8. Coordinate all billing for detention services provided to other counties.
9. Record statistical information for the County and State.
10. Maintain/order all office supplies and forms for the center.
11. Enter daily information on personal computer.
12. Pick up and distribute all mail for staff and juveniles.
13. Maintain operational function for all office equipment.
14. Maintain all confidential records.
15. Perform other duties as requested by the Superintendent.

**Supervision Received**

Receives supervision from Superintendent, Detention Center.

**Qualifications**

- High School Diploma or GED
- Three (3) years office experience including personal computer experience.
- Prompt and regular attendance.

**Knowledge, Skills, and Abilities**

- Ability to communicate with the public and co-workers in a courteous and tactful manner.
- Ability to adjust readily to changes of job duties.
- Ability to deal with sensitive and highly confidential information.
- Ability to work independently within deadlines.
- Ability to follow instructions, written and oral

**EVALUATION OUTCOMES:**

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.