



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307
(Internal / External)

Department: Lake County Juvenile Center
3000 West 93rd Avenue
Crown Point, IN 46307

Position: Security Officer

Classification: Part-Time

FLSA: Non-Exempt

Direct Reports:0

Reports to: Security Department Head

Requirements:

- Valid Driver's License with an acceptable driving record
 - Experience working with children or in a juvenile justice, corrections, or social services setting
 - Ability to operate security screening equipment, surveillance systems, and access control technology
 - Excellent verbal communication skills and professional demeanor when interacting with the public
 - Ability to enforce rules and facility policies firmly and consistently
 - Ability to remain calm and respond effectively under pressure or in emergency situations
 - Ability to maintain accurate records and complete required documentation
 - Ability to work various shifts including weekends, holidays, and additional hours as needed
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Purpose of Position/ Summary:

Responsible for maintaining the safety and security of the Court building and surrounding areas, controlling public access, monitoring facility entry points and security systems, transporting juvenile residents, and supporting the day-to-day security operations of the Lake County Juvenile Justice Center.

Essential Duties/Responsibilities:

- Screen all individuals entering the Court building using metal detection equipment, visual identification verification, and sign-in procedures; control public access in accordance with facility security protocols.
- Monitor and manage the facility lobby and front entrance, maintaining order and a professional environment for visitors, staff, and juvenile residents.
- Monitor Central Control systems including security cameras, door access controls, and communication equipment; respond promptly to alerts or irregularities.
- Monitor and facilitate authorized visitation, ensuring all visitors comply with facility rules and that check-in and check-out procedures are completed accurately.
- Transport juvenile residents to medical appointments, court hearings, emergency placements, or other facility-directed destinations safely and in compliance with transport protocols.
- Answer incoming calls, respond to public inquiries, and direct visitors and callers to the appropriate staff or department in a courteous and professional manner.
- Prepare and maintain accurate logs, visitor records, transport documentation, and other records required for security operations.
- Respond to emergency situations including facility lockdowns, medical emergencies, and evacuation procedures in accordance with established protocols.
- Work various shift assignments as required in support of 24/7 facility operations, including weekends and holidays.
- Perform all other duties as directed.

**All Resumes and applications must be sent to the Human Resources Department of Lake County
Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Application are located on the 3rd floor of Government Center in the Human Resources