



County of Jefferson – Employee Job Description

Department: Jail

Position Title: Corrections Officer
4230-083

Pay Classification: \$22.05/hour (\$12.00/hour during 3-week training period)
Minimum of 84 hours per two-week period
County Pension
Insurance Benefits
12 Paid Holidays per year
Paid Time Off (Personal, Sick, & Vacation)

FLSA Status: Non-Exempt
Union – UMWA

Reports To: Sergeant and/or Lieutenant, in accordance with the established chain of command

Objective:

Supervises and provides care, custody, and control of inmates. Responsible for the security of the jail, protecting the public, staff, and incarcerated individuals, as well as serving as liaison between inmates and supervisory staff.

Qualifications:

A. Education/Training:

1. High School Diploma or equivalent required.
2. Valid driver's license preferred.
3. First Aid and CPR training helpful but not required.

B. Work Experience:

1. One year work experience in security work or law enforcement, preferably in a correctional institution or a reasonable understanding of the operations of a jail environment.

Background Clearance:

Valid Pennsylvania State Police and/or FBI clearance.



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Knowledge, Skills, and Abilities Required:

1. Must be able to speak and understand the English language as well as follow oral and written instruction.
2. Must possess initiative and problem-solving skills.
3. Must possess the flexibility to function both independently and efficiently with general public, government officials, co-workers, and inmates.
4. Must maintain personal integrity.
5. Must possess the ability to multi-task while meeting deadlines.
6. Must maintain confidentiality in regards to inmate and county information and records.
7. Must possess the technical knowledge of operating personal computers and other office equipment as necessary with accuracy and reasonable speed.
8. Must possess thorough knowledge of the county and jail policies, procedures, and operation and be able to apply that knowledge to the job duties.
9. Must possess a technical knowledge of the legal standards and regulations governing the operations and security at a correctional institution.
10. Must possess the ability to record, convey, and present information as well as explain procedures and the rules and regulations to inmates.
11. Must possess a knowledge of behavior patterns of inmates and the ability to respond in an appropriate and correct manner.
12. Must possess some knowledge of the practices and principles of effective supervision.

Physical and Mental Requirements:

1. Must be able to sit, stand, and walk intermittently throughout the workday with frequent twisting, stooping, bending, reaching, grasping, and lifting/carrying objects weighing a maximum of 10 pounds necessary to carry out essential job duties.
2. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs/torso as necessary to carry out essential job duties.
3. Must demonstrate emotional stability and the ability to cope with the physical and mental stress of the position.
4. Must be attentive to detail.
5. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.



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Duties and Responsibilities:

1. Reviews inmate files for familiarization of charges leveled against inmate and ascertains security levels of each inmate.
2. Conducts searches of inmates and living quarters, including body searches both clothed and unclothed.
3. Directly oversees the activities of inmates and enforces the rules and regulations of the jail.
4. Uses Control Room and keyed doors to allow and prevent inmate movement.
5. Occasionally involved in physical confrontations with combative inmates to enforce the rules of the jail.
6. Observes inmates taking medications to assure proper ingestion of that medication.
7. Monitors meal delivery and distribution while observing inmates that are dining.
8. Logs in and searches inmate mail.
9. Delivers and/or receives “Request Slips” from inmates to be distributed to specified individuals.
10. Conducts security checks of the grounds and building as well as daily, random cell searches.
11. Conducts “Head Counts” at specific times during a given shift as well as hourly checks on housing units for activities. Reports to immediate supervisor and uses a “Daily Activity Sheet”.
12. Completes and files reports and misconduct reports on inmates that are involved in incidents or violations of the rules of the facility.
13. Assists supervisory staff with booking in and/or releasing inmates, including but not limited to, paperwork, body searches, inventory of personal belongings, money, receipts, etc.
14. Applies restraints to inmates awaiting transport outside the facility.
15. Reports complaints about supervisory personnel to the Administrative Warden.
16. Assists other department personnel as needed.
17. Operates computers and other office equipment as needed.
18. Attends meetings and trainings as required to maintain competency.
19. Performs other job-related duties as assigned.

Working Conditions:

1. Works indoors in adequate work space, lighting, temperatures, and ventilation.
2. Average indoor and outdoor exposure to noise but subject to frequent stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels rarely.
5. Works daily with potentially volatile, hostile, or aggressive inmates.
6. Potential exposure to blood-borne pathogens and/or other communicable diseases.



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Acknowledgement:

I am able to perform the essential functions of this position without an accommodation.

Yes _____ No _____ (Initial)

Jefferson County reserves the right to change or reassign job duties or to combine positions at any time. I further understand I am an at-will employee and this Job Description does not constitute a contract of employment.

Jefferson County is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, or any other category protected under applicable law.

I have read this Job Description and fully understand the requirements set forth herein. I hereby accept the titled position and agree to abide by the requirements set forth as well as policies and will perform all duties and responsibilities to the best of my ability.

(Employee Signature)

(Date)

(Employer Signature)

(Date)