

Oconto County - Job Description

Job Title: Corrections Officer
Position #: 60201
Department: Sheriff
Reports To: Jail Administrator
FLSA Status: Nonexempt
Pay Classification: Grade G
Work Comp Code: 7720
EEO Code: 04-04
Approved Date: 08/05/2014

SUMMARY

Take care of the daily operation of the jail facility. Maintain security of the facility daily. Supervises, observes, moves, books, searches, and processes inmates in a detention facility in accordance with established policies, regulations, and procedures by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but not limited to:

Responsible for security of the facility.

Responsible for the cleanliness and sanitation of all cells and jail facility.

Properly maintain record and photo of inmate within processing inmates in and out of the facility.

Responsible to know jail policy and procedures

Responsible for emergency release of all inmates.

Staff is used for transporting of inmates from State and County facilities; doctor and dentist appointments.

Supervises the security and conduct of inmates in cells, during group meetings, meals, bathing, at recreation, during visitations, and on work and other assignments.

Observes conduct and behavior of inmates to prevent disturbances and escapes.

Escorts inmates to and from various locations, including courts, visiting areas, medical offices, and religious services.

Books inmates into detention facilities, following established procedures.

Issues clothing and supplies to inmates.

Completes and records bail transactions and agreements.

Processes inmate discharges and transfers.

Moves inmates throughout the facility for programming.

Receives, maintains, and accounts for inmates' personal property.

Visually and physically searches inmates and their quarters for contraband, weapons, or narcotics.

Inspects and directs cleaning activities of inmates for maintenance of sanitation, orderliness, and safety.

Search of inmate cells for contraband or illegal material.

Inspects locks, window bars, grills, doors, and gates for tampering.

Assist in monthly locking reports

Assigns, supervises, and directs inmates during work assignments.

Crime prevention by patrolling assigned areas for evidence of forbidden activities, infraction of rules, and unsatisfactory attitude or adjustment of prisoners.

Performs preliminary investigations of problems.

Assists in suppressing and controlling problems that might occur.

Participates in programs designed to prepare inmates for release.

Screens and directs visitors to facility.

Prepares written reports concerning incidences of inmate disturbances or injuries.

Be prepared to deal with individuals that have mental and medical disabilities which are sometimes extreme.

It is your responsibility to be aware of, review and to follow the Oconto County Sheriff's Office policies and procedures.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

SUPERVISION RECEIVED

Employee receives guidance and oversight by supervisors on a regular basis, works alone on routine matters.

QUALIFICATIONS

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CONFIDENTIALITY

Employee regularly works with confidential information, such as inmate records, medical records, protected health information (includes electronic PHI) and jail procedures.

CERTIFICATES, LICENSES, REGISTRATIONS

State of Wisconsin Jailer Certification, LETSB Certification to be obtained within 18 months of hire. Valid Driver's License, including insurance.

MATERIALS AND EQUIPMENT USED

General office equipment, computer, keyboard, printer, calculator, photocopier.

PHYSICAL

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works in areas with security measures in place and regularly works with persons of questionable character. The employee is frequently exposed to Bloodborne pathogens. The employee is occasionally exposed to high, precarious places; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually moderate.

DISCLAIMER

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.