



JACKSON COUNTY JOB DESCRIPTION

CORRECTIONAL OFFICER

DEPARTMENT: CORRECTIONAL FACILITY

POSITION NUMBER: 701

GENERAL DESCRIPTION:

Under general supervision, performs specialized law enforcement work in the care and security of prisoners in the County Corrections Facility. Work involves admitting and booking inmates, ensuring the security of inmates and Correctional Facility, and preparing and transporting inmates for court appearances. Employee is also responsible for maintaining order and control in the facility on a daily basis. Employee is subject to the usual hazards of working in a correctional facility. Reports to the Sergeant.

ESSENTIAL JOB FUNCTIONS

1. Admits prisoners to the County Correctional Facility; ensures that inmates are properly booked and searched and are allowed calls to attorneys and relatives; calls bondsman if necessary; advises prisoners of all rules and regulations.
2. Secures inmates' property, properly storing and returning appropriate items upon release.
3. Reviews logs and reports from previous shift; maintains knowledge of inmate population and cell assignments; completes activity logs and reports.
4. Observes inmates' demeanor to determine mental state and possible need for treatment and/or closer observation; counsels inmates.
5. Issues linen, clothing, toilet supplies; supervises shower and inventory of supplies.
6. Distributes mail to prisoners; provides inmates with paper, pencils and envelopes; collects outgoing mail from inmates.
7. Inspects the cleaning of correctional facility to meet requirements of state and local officials.
8. Patrols entire correctional facility area periodically to prevent escapes and maintain order.
9. Supervises service of meals to inmates; supervises in cleaning of cells; distributes cleaning supplies as needed.
10. Supervises trustees in laundry room and kitchen.
11. Conducts periodic fire drills and emergency evacuation drills.
12. Prepares and transports inmates to and from court, visitations or medical appointments, exercise area, etc.; escorts work release inmates to and from cell blocks; searches inmates upon return to Correctional Facility.
13. Assists visitors; inspects items brought to correctional facility for inmates.
14. Performs other related work as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

Education and Experience:

Must have a high school diploma or its equivalent. Must be a State of Florida certified

Correctional Officer or be able to obtain such certification. Must be at least 19 years of age, be a U.S. citizen and have no record of a felony or misdemeanor involving perjury or false statements. Must be drug-free and pass a vigorous background investigation. Possession of a valid Florida driver's license is required prior to employment.

Knowledge, Abilities, and Skills:

Knowledge of practices and procedures involved in corrections facility management.
Knowledge of local laws, ordinances and the Florida General Statutes pertaining to the commitment, confinement and release of prisoners.
Skill in the use of firearms and other law enforcement equipment.
Ability to maintain discipline and order in the facility.
Ability to make decisions and take prompt and effective action in emergency situations.
Ability to prepare and maintain routine records and logs.
Ability to exercise tact, courtesy, firmness and fairness with inmates, families of inmates, attorneys, ministers and other persons concerning the welfare of individual prisoners.
Ability to establish and maintain effective working relationships as necessitated by work assignments.

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, handcuffs, cellblock keys, weapons, batons, etc. Must be able to operate motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of records, forms, logs, notices, etc. Requires the ability to prepare forms, logs, reports, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral and diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

I have read and accept the terms and conditions of this job description.

Signature

Dated