



CORRECTIONS OFFICER

Amenities:

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

Position Summary:

Under direction, supervises inmates on assigned shift, enforces rules and regulations to ensure personal safety and that of staff and inmates; prevent escapes, maintain order and discipline and escort inmates to and from their assigned housing units. This work is distinguished by the severity of consequences in the error and the on-going threat to personal safety.

What You'll Do:

- Observe inmates, monitor behavior during movements, recreation time, visitation, meals, and other activities. Communicate established limits for behavior and consequences and enforce rules of conduct and security. Prepare written reports or verbal reports of significant violations or irregularities or relief officers and/or shift supervisors.
- Inspect cells, dormitories, yards, work locations and other assigned areas within the facility for unauthorized objects or materials; check sanitary conditions, and fire and safety hazards.
- Certify commitment, transfer, or discharge documents. Evaluate, screen, and conduct pat and visual searches. Store, log and return inmate property. Notify shift supervisor of special circumstances with inmates.
- Assist adverting riots and escapes; assist in physically suppressing aggressive acts undertaken by prisoners in accordance with established policy.

- Distribute cleaning and sanitation supplies, personal laundry, and bedding for inmates.
- Assist in the distribution of medication by medical staff.
- Complete forms and update records to ensure ongoing documentation of operation.
- Receive incoming telephone calls, respond to request(s) for information in a professional and intelligent manner, provide basic information as required.
- If serving as a shift supervisor in the absence of a sergeant or lieutenant, ensure work assignments are completed in accordance with policy, train new employees, intervene, and direct staff in crisis situations in accordance with procedures.

Job Requirements/Skills & Abilities:

- Tenets of Corrections Officer training.
- Department policy, procedure, rules, and regulations.
- Knowledge of penal codes.
- Knowledge of criminal psychology.
- Knowledge of behavior modification principles.
- Crisis Management.
- Typing.
- Basic Computer Orientation.
- Basic Understanding and operation of prison security systems.
- Application of corrections officer training to daily situations.
- Recognition of safety threats and respond appropriately.
- Demonstrate physical fitness and use physical force in a crisis situation.
- Apply disciplinary measures in a fair and impartial manner.
- Remain calm when confronted with hostile actions or verbal abuse.
- Prepare accurate reports.
- Adhere to strict guidelines regarding conduct and application of policy and procedure.
- Establish and maintain effective working relationships with supervisors, staff and inmates.
- Demonstrate polite and courteous manner toward the public.

Minimum Training & Experience:

- Any combination of education and experience which indicates possession of skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of a high school degree or

equivalent, at least twenty-one (21) years of age and the physical condition and ability to successfully complete correctional officer mandatory training.

Employment Category:

- Full-Time- 40 hours per week, 5 days per week
- Part-Time
- On call

Working Conditions:

Work is performed in a crowded setting, involves frequent threats to personal safety and requires frequent interaction with angry or upset individuals. Work involves twenty-four (24) hour availability for emergency call-in.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.

Reports to: Sergeant, Lieutenant, Chief Correctional Supervisor, Deputy Warden & Warden

Supervises: Inmates

FLSA Status: Non-Exempt

Union :

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

