

WASHINGTON COUNTY SHERIFF

An Equal Opportunity Employer

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POSITION DESCRIPTION

Office/Agency:	Sheriff	Employee Name:	
Class Title:	Corrections Officer	Position Title:	Corrections Officer
Class Number:		Position Number:	

Dept./Div.:	Corrections	Civil Service Status:	Classified
Unit:	Jail	Employment Status:	Full-Time
Reports To:	Corrections Sergeant	FLSA Status:	Non-Exempt
Pos. # of Supv.:		Pay:	Hourly

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma or GED, plus certification of completion of 120 hours of corrections training; must be able to successfully pass required checks and tests such as criminal record and background checks, and intelligence, physical, mental, and work-related tests.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess or be able to obtain required certifications (e.g., 120 hours of Correction training, etc.); valid Ohio driver's license.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, copier, facsimile machine, typewriter, calculator, camera, jail security and safety equipment, hand held radio.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

1. Will be exposed to criminals or violent persons.
2. Will be exposed to hazardous or dangerous situations that are typical of the field of corrections.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 50% 1. Monitors, observes, and supervises daily activities of inmates and inmate workers (e.g., meals, sleeping, bathing, recreation, work, visiting activities, etc.); reports unusual conditions or occurrences to supervisor; coordinates inmates' schedules; ensures inmate health and safety; distributes meals, medication, personal, and other items to inmates; monitors commissary orders, changes, and accounts.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

021204mlcAK

Date Revised:

Columbus, OH 43235

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Class Title:	Corrections Officer	Position Title:	Corrections Officer
Class Number:		Position Number:	
Dept./Div.:	Corrections	Reports To:	Corrections Sergeant
Unit:	Jail	Pos. # of Supv.:	
Normal Hours:			

Knowledge of: correctional facility security practices, procedures, and equipment; correctional facility regulatory standards; correctional facility food service rules; two-way radio operations; unit policies and procedures; agency policies and procedures; department policies and procedures; federal, state, and local laws; security practices and procedures; office practices and procedures; records management; human relations; supervisory principles and practices.

Skill in: computer operation; motor vehicle operation; corrections equipment operation; use of restraint devices.

Ability to: carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; resolve complaints; demonstrate physical agility; subdue and/or restrain adults; maintain fitness standards; travel to and gain access to work site.

- 30% 2. Communicates with inmates during the booking process to obtain personal information; assists with performance of other intake activities (e.g., takes fingerprints, photographs, performs searches of individuals for contraband, secures personal belongings, etc.); controls outside visitation in accordance with departmental regulations; enters information into computer; prepares reports and related documents.

Knowledge of: inventory control; correctional facility security practices, procedures, and equipment; correctional facility regulatory standards; intake procedures; two-way radio operations; unit policies and procedures; agency policies and procedures; department policies and procedures; techniques of collection and preservation of evidence; federal, state, and

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Dept./Div.:	Corrections	Reports To:	Corrections Sergeant
Unit:	Jail	Pos. # of Supv.:	
Normal Hours:			

local laws; security practices and procedures; office practices and procedures; records management; human relations.

Skill in: computer operation; fingerprinting; corrections equipment operation.

Ability to: carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; subdue and/or restrain adults; maintain fitness standards.

- 10% 3. Conducts security checks of facility (e.g., checks lights, locks, control panel, related equipment, etc.); operates and controls electronic doors; searches cell areas; visually monitors video and audio equipment in control room to detect unusual occurrences; inspects personal effects of inmates; searches for and removes contraband; performs electrical and water facility inspections of housing block and ensures that all equipment is operational.

Knowledge of: correctional facility security practices, procedures, and equipment; correctional facility regulatory standards; two-way radio operations; unit policies and procedures; agency policies and procedures; department policies and procedures; first aid practices; federal, state, and local laws; security practices and procedures; human relations.

Skill in: computer operation; corrections equipment operation; use of restraint devices.

Ability to: carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; recognize unusual or threatening

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Unit:	Jail	Pos. # of Supv.:	
Normal Hours:			

conditions and take appropriate action; communicate effectively; understand a variety of written and/or verbal communications; handle sensitive or technical inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical agility; subdue and/or restrain adults; maintain fitness standards; travel to and gain access to work site.

- 10% 4. Receives and records telephone and walk-in calls and complaints regarding corrections activities; transmits radio communications; distributes mail; processes military records checks; records absenteeism.

Knowledge of: correctional facility security practices, procedures, and equipment; correctional facility regulatory standards; two-way radio operations; unit policies and procedures; agency policies and procedures; department policies and procedures; security practices and procedures; public relations; office practices and procedures; records management; human relations.

Skill in: computer operation.

Ability to: carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; answer routine telephone inquiries; develop and maintain effective working relationships; resolve complaints.

5. Demonstrates regular and predictable attendance.
6. Maintains necessary certifications and licenses.

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OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.
2. Performs other related duties as required.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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