

Job Title: Corrections Officer II

Department: Correctional Facility
Immediate Supervisor: Jailer Sergeant I

BRIEF DESCRIPTION OF THE JOB: Guards inmates to prevent injury and escape. Distributes commissary, meals and necessary hygiene items. Provides or obtains medical aid if needed. May escort inmates to and from visiting, medical office and religious services.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Completes meal procedures by receiving food carts from kitchen, ensuring meals are at appropriate serving temperature, identifying inmates with special diets, introduces trays into cells, ensuring each tray is complete, retrieving trays, spoons and cups from cells, performing a spoon count and sending utensils back to kitchen.	20%	M
2) Conducts security checks by walking exterior cat walk, inspecting bars, windows, screens, locks and doors, performing walks in cells and checking locks and windows in hallways.	20%	M
3) Performs routine searches of inmates and housing areas by performing strip searches, conducting pat searches and conducting cell searches.	20%	L
4) Responds to emergencies by arriving on the scene of an emergency, separating, restraining or evacuating inmates in the affected areas, conducting initial investigation of the incident, notifying appropriate personnel and providing a detailed reports to the supervisor.	20%	M
<p><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</p>		

ESSENTIAL FUNCTIONS: (continued)

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

5) Performs initial headcount and toll call to verify inmate accountability by receiving daily reports at briefing, performing a physical count and conducting roll call in each cell.	10%	L
6) Introduces hygiene items and cleaning supplies by putting together necessary cleaning supplies for inmates to clean housing areas, issuing soap, toilet paper and over the counter medications to inmates upon request, inventories bucket and other items being returned and inventorying and restocking supply closets as needed.	10%	L
<p><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</p>		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary _____ Light X Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	C	Security checks, observing activities
Sitting	R	Desk work, operating booth
Walking	F	Security checks, searches
Lifting	F	Food trays, cleaning supplies, mattresses
Carrying	F	Food trays, utensils, supplies
Pulling	F	Food carts
Pushing	F	Food carts
Using Fine Dexterity	F	Control guides
Reaching	F	During searches
Kneeling	F	During searches and security checks
Crawling	R	During searches
Twisting	F	During searches
Climbing	O	During searches
Balancing	N	
Seeing	C	Observing activities
Hearing	C	Communicating with personnel and inmates, listening to activities
Talking	C	Communicating with personnel and inmates
Using Foot Controls	N	

Machines, Tools, Equipment and Work Aids:

Fire extinguisher, intercom system, radio, control panels, elevators, SCBA, food charts, telephone, manual purge

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	W	Extreme Temperatures	N	Noise and Vibration	D
Fumes and Odors	Y	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	S	Chemical Hazards	W	Electrical Hazards	W
Fire Hazards	Y	Explosives	N	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION		
Office Environment	Warehouse	Shop
Vehicle	Outdoors	Other: Correctional Facility

Protective Equipment Required:

CMT equipment, CPR mask, spill kits, gown, gloves, goggles

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	C
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	C

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over one year up to and including two years experience is required.

Certifications and Other Requirements:

Jailer's License

Supervisory:

N/A

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.