

**Job Title: Corrections Officer I**

**Department:** Correctional Facility  
**Immediate Supervisor:** Jailer Sergeant I

**BRIEF DESCRIPTION OF THE JOB:** Assists in providing security for the facility. Ensuring inmates and property are protected and inventoried. Performs various assigned duties such as secretarial duties, data entry, processing paperwork and other duties as assigned.

**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) Provides security for inmates by conducting searches on inmates and their properties, ensuring legal paperwork is valid before inmate enters or leaves the facility, conducting security checks of inmates and facility, conducting roll call and head counts and collecting feeding utensils after meals.	40%	L
2) Provides security for the facility by walking around facility, checking bars, windows, doors and screens, performing cell searches and checking locks.	40%	L
3) Performs other assigned duties by maintaining various records and paperwork, managing trust fund and cash registers, conducting interviews with inmates, operating the computer system, managing inmate property, responding to emergencies and performing other duties as assigned.	20%	L
<p align="center"><b><u>Physical Strength Column:</u>    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</b></p>		

**PHYSICAL DEMANDS**

*Overall Physical Strength Demands:*

\_\_\_\_\_ Sedentary     X  Light    \_\_\_\_\_ 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.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	F	Observing activities
Sitting	O	Desk work
Walking	F	Around facility
Lifting	F	Equipment and supplies
Carrying	O	Equipment and supplies
Pulling	F	Food cart
Pushing	F	Food cart
Using Fine Dexterity	F	Computer keyboard, calculator
Reaching	F	For equipment and supplies
Kneeling	O	Cell searches
Crawling	N	
Twisting	O	Cell searches
Climbing	R	Cell searches
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and inmates
Talking	F	Communicating with personnel and inmates
Using Foot Controls	R	Operating clothes rack

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, printer, cash register, fire, extinguisher, intercom system, radio, control panels, SCBA, telephone

**Environmental Factors:**

Exposure to and frequency:

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

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	M
Fumes and Odors	M	Wetness/Humidity	Y	Darkness or Poor Lighting	N

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	M
Physical Danger or Abuse	M	Other (specify)			

<b>PRIMARY WORK LOCATION</b>		
Office Environment	Warehouse	Shop
Vehicle	Outdoors	Other: Jail Facility

**Protective Equipment Required:**

Rubber gloves, surgical masks, eye protection, spill kits, oxygen mask

**Non-physical Demands:**

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

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

## **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:**

Under and including one year of experience is required.

### **Certifications and Other Requirements:**

TCLEOSE Jailer License

First Aid/CPR Certification

TCIC/NCIC Certification

### **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.

**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.