



Corrections Officer

Job Description

Department: Sheriff's Department

Rating: B22

Supervisor Title: Jail Administrator

FLSA Status: Non-Exempt

Minimum Qualifications of Education and Experience:

High School Diploma or G.E.D. and a minimum of three years of work experience.

Required License (s):

Incumbents in this class typically require:

- Valid Driver's License

Nature of Work:

The first level of the Corrections Series is responsible for the security, health, welfare and safety of inmates in the County's correctional facility, and the effective delivery of correctional services through the observance of all federal and state laws, county ordinances, correctional policies, procedures, rules and regulations. Responsibilities may include supervising inmates and enforcing rules and regulations to ensure the security of assigned area and personnel; performing well-being checks; searching cells and inmates; performing booking and release duties; and recording medical information; maintaining applicable documents. Incumbents of this position may be relied upon for providing credible and effective testimony in court and elsewhere. It is of utmost importance that person's in this position conduct themselves in a manner both at work and outside of work in a manner that does not cause concern regarding their ability to be able to provide credible and effective testimony.

Essential Work Functions (Illustrative only):		Frequency	Band
1.	Supervises inmates, performs well-being checks, administers medication, searches cells and inmates, and enforces rules and regulations to ensure the security of assigned area and personnel.	Daily 40%	B2
2.	Books and releases inmates; screens inmates for behaviors, attitudes, and interests; and records medical information.	Daily 20%	B2
3.	Prepares and maintains reports, logs, records, files, and other documents, and ensures informational accuracy and compliance with applicable policies and procedures.	Daily 20%	B2
4.	Performs other duties of a similar nature or level.	As Required	N/B

Level of Decisions:

Positions in this classification perform tasks to accomplish the defined goals related to corrections operations. Employees have limited latitude in the technology or process used, but may require unique application of technical processes or systems to determine solutions.

Direction Received/Provided:

Incumbents apply procedures and standards to specific situations, and work under general supervision. May provide direction/guidance and delegate tasks to others on work methods and procedures; troubleshoot problems and issues commensurate with relevant experience.

Knowledge, Skills and Abilities Required:

- Jail facility policies, procedures, and requirements;
- Federal, state, and local laws, rules, and regulations;
- Inmate rights;

- Self-defense techniques;
- Search and seizure procedures;
- Modern office equipment and practices;
- Implementing defensive tactics;
- Supervising inmates;
- Using a computer and related software applications;
- Maintaining records and logs;
- Oral and written communication sufficient to exchange or convey information and to receive work direction.

Persons with Disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands: The job is light to medium physically with the frequent standing, walking, climbing and intermittent lifting up to 50 pounds and intermittent heavier, pushing, pulling or restraining required. The job requires rapid respond to code calls and inmate disturbances. Officers must be able to distinguish between the colors of blue, khaki, red, green, orange, yellow, white and pink to maintain inmate security. The job requires working with 2-way radios, computers, telephones, DMT, fingerprinting equipment, pneumatic tubes, restraints, irritants and taser. The work is performed in a secure jail and involves supervising inmates incarcerated for criminal activities ranging from misdemeanor to felony offenses. This position frequently encounters verbal or physical posturing or intimidating behavior with an on-going threat of the situation becoming physical and which may require the physical restraint of inmates. There may be exposure to disagreeable odors (body odors, dirty clothes), body fluids, hazardous chemicals, communicable diseases, mentally unstable individuals and individuals under the influence of controlled substances. Since the job is a 24/7/365 position, there may be occasional needs to alter normal work times to provide continuity of adequate staffing. Additional physical/mental requirements that occur may not be listed above, but are inherent in performing the position's essential functions.

Work performed is sedentary in nature, and typically performed within the Government Center or a satellite office.

Disclaimer:

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Access to Not Public Data:

A county employee in this position may encounter Not Public Data as defined by Minnesota or federal law in the course of the job duties. Any access to Not Public Data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the Not Public Data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the Not Public Data according to the applicable provisions of Mower County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee.



Employee Signature _____ Print Name _____ Date _____

Classification History:	
Date:	Comments:
May 2019	