



Corrections Officer I

Employer

Cowley County
311 E 9th
Winfield, KS 67156

Job Description

JOB TITLE: Corrections Office

DEPARTMENT: Jail

REPORTS TO: Corrections Sergeant

FLSA STATUS: Exempt

SALARY GRADE: C

Position Summary:

Under general supervision, performs duties related to the enforcement of federal, state and county laws and ordinances in conjunction with processing and care of County prisoners.

Essential duties and responsibilities:

- Processes incoming inmates, to include searches, inventory of personal property, issuance of jail clothing, photographing, fingerprinting, and completion of the computer-based booking program.
- conducts searches of inmates and their clothing
- searches for contraband.
- prepares and maintains logs and reports.
- oversees inmates.
- Maintains security, accountability and control of inmates.
- performs periodic shakedowns.
- periodically observes and monitors activities and well-being of inmates.

- inspects mail and personal property.
- provides simple basic first aid and CPR.
- calls for EMS and officer support in emergencies.
- serves meals and insures proper feeding of inmates and inmates hygiene
- issues items from commissary.
- assists in the transportation of inmates.
- releases and logs out inmates for work release and checks them in on return.
- Releases inmates with the approval of the Shift Supervisor after all checks required by facility policies and procedures are completed and are deemed accurate.
- completes a variety of reports and documents.
- receives and secures bonds.
- maintains records.
- performs other duties as assigned.

Qualifications:

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Experience and Training

Any combination of experience and training equivalent to graduation from high school; some experience involving public contact is desirable.

SPECIAL REQUIREMENTS

Must possess good overall physical and mental condition consistent with the unassisted ability to perform, with or without reasonable accommodation, all statutorily defined activities, duties and tasks of a Corrections Officer. These activities, duties and tasks are presumed to include the responsibilities set forth within this position description.

A Corrections Officer must be able to:

- Perform the physical functions of a corrections officer.
- Stand for long periods of time
- Respond to emergencies, using physical force to subdue or restrain violent or combative inmates, as warranted by the inmate's actions/aggression.
- Manually operate gates and doors.
- Lift/carry/assist with the evacuation of unconscious or unwilling inmates.
- Crouch/climb/kneel/crawl/walk as necessary to conduct searches
- Run up/down stairs, run distances, and deal effectively with inmates immediately upon arrival
- Have correctable and peripheral vision to observe the activities of inmates.
- Communicate effectively in verbal and written formats.
- Take effective action to properly manage incarcerated adults

A Corrections Officer must possess:

- The ability to attend training in order to develop the skills needed to be an effective Corrections Officer.
- The ability to communicate effectively in verbal and written formats.
- The ability to type/keyboard in order to write reports and enter data into a computer based inmate database.
- The ability to interact in the adult correctional environment effectively and proactively.
- The ability to follow the policies, procedures, General Orders and Post orders of the facility.
- The ability to make decisions based upon the facts and circumstances present at the time of an incident or event and take action based upon the decision made.

Apply

Applications may be picked up in the County Administrator's Office or to download a county application please visit our website at www.cowleycountyks.gov/employment. Position is open until filled. Cowley is an Equal Opportunity Employer. Please e-mail to mread@cowleycountyks.gov or mail all applications to:

Administrative Services Manager
Attn: Mary Read
311 E. 9th
Winfield, Kansas 67156