

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

DEPARTMENT: Corrections

POSITION: Part-Time Corrections Officer

RATE OF PAY: \$11.60 per hour

HOURS WORKED: As Scheduled

Applications are to be filed with *Human Resources Department – Court House Annex.*

OVERALL OBJECTIVE OF JOB: To oversee the care, custody and control of inmates at the Carbon County Prison.

ESSENTIAL FUNCTIONS OF JOB:

1. Conducts searches on incoming inmates and prepares them for commitment.
2. Makes rounds and ensures proper head count as well as the safety of the prison is in order.
3. Documents and maintains daily log of prison activities and/or incidents.
4. Observes inmates, their activities and observes any unusual behaviors or needs.
5. Checks incoming mail, clothing and other items for contra band or other illegal items.
6. Instructs and enforces institutional policies and procedures with inmates.
7. Operates central control. Ensures all doors, windows are locked and prison is secure.
8. Interviews prisoners to determine their needs or problems.
9. Assists in transporting of inmates as necessary (i.e., for counselors, medical appointments, lawyers, or to other prisons).
10. Assists inmates with referrals for legal representation.
11. Interacts with inmates and physically subdues them when necessary.
12. Assists in the intervention in a crisis situation. Performs CPR, first aid, etc. as necessary.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess ability to maintain confidentiality in regard to client information and records.
3. Must possess personal integrity and honesty.
4. Must possess the ability to work effectively with inmates and prison staff.
5. Must possess a high degree of alertness and ability to detect problems or potential problems.
6. Must possess some technical knowledge and ability to operate typewriter and computers for data entries of record keeping.
7. Must possess knowledge of the practices, policies and procedures of the prison operation.
8. Must possess ability to react quickly and calmly in an emergency.
9. Must possess ability to enforce rules and regulations with firmness.
10. Must possess some knowledge and understanding of individual and group behavior and attitude of individuals under restraint.

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WORKING CONDITIONS:

1. Works indoors in adequate workspace, lighting, temperatures and ventilation.
2. Works indoors with above average exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Subject to working shifts or on-call as schedule warrants.
5. Potential exposure to blood borne pathogens or communicable diseases.
6. Works in conditions of potential outbursts of disruptive behaviors of clients.
7. Some exposure to outdoor weather during transports or perimeter checks.

PHYSICAL REQUIREMENTS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to stand for long periods throughout the workday with intermittent periods of sitting, walking and talking; occasional twisting, bending, reaching pushing, pulling to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.

QUALIFICATIONS:

High School diploma or equivalent. First aid and CPR helpful.

AN EQUAL OPPORTUNITY EMPLOYER