



## **Corrections Officer, (PT) (2067)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 12

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to provide and maintain security, safety, care, and control of inmates, detention facility, and facility equipment and to supervise inmates in the Bulloch County Correctional Institute (BCCI) or County jail, as assigned.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Ensures the security and safety of the inmates: ensures that inmates are not injured by themselves or by other inmates; responds to alarms; conducts inmate and cell searches to remove contraband materials and weapons; and provides inmates with information regarding correctional facility operations and expectations.

Monitors and accounts for the inmates: conducts intake of inmates on arrival; monitors and ensures that all inmates are accounted for and are secured in their cells; conducts walkthroughs and body counts; and monitors the control towers and video surveillance system.

Monitors inmate health status: monitors and conducts basic evaluations of health status; involves healthcare professionals as needed; and escorts or transports inmates to medical facilities following doctor or nurse recommendation.

Transports inmates to different locations: and transports or escorts inmates to different locations within the facility or to locations outside the facility.

Ensures the security and safety of facility staff and visitors: monitors visitor access to facilities and conducts searches for contraband materials; and escorts visitors within the facility.

Prepares and maintains logs of daily activities: fills-out inmate count sheets, tattoo logs, key counts, dorm rosters, disciplinary reports, check lists, and other documentation; updates information in computer; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Performs other related duties as required.

### **Minimum Qualifications**

High School Diploma or GED required; supplemented by one year of work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Basic Correctional Officer Certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as, odors, human bites, violence, disease, pathogenic substances, or rude/irate individuals.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice. (Created July 2019)*