

VACANT POSITION
DEPARTMENT: CORRECTIONAL INSTITUTION
SUBMIT APPLICATION TO: employment@spaldingcounty.com or to HUMAN RESOURCES
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Corrections Corporal (Position #1503)
Salary: Pay Grade 16; Hiring Salary \$30,877 per year
Work Schedule: 12-hour shifts with rotating days off. May be assigned day or night shift.
Occasional overtime required.

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or state-awarded GED and P.O.S.T. certification training which includes Basic Correctional Officer Training, First Aid CPR certification, and one to two years as a Correctional Officer or comparable law enforcement and functional supervisory experience; or any equivalent combination education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must maintain valid P.O.S.T. Certification. Must possess and maintain a valid Georgia driver's license.

GENERAL STATEMENT OF JOB: Under limited supervision, performs a variety of activities pertaining to County Correctional operation in accordance with established policies, regulations, and procedures. Performs those prescribed tasks such as supervising Correction Officers and inmates, guarding and directing inmates, patrolling assigned areas, escorting, preparing reports, inspecting property, preventing disturbances, supervising trustees, maintaining facilities, etc. Reports to the Shift Sergeant.

PHYSICAL REQUIREMENTS: Must be physically able to operate equipment used to restrain inmates and must be licensed to operate a firearm (firearms are not used in the jail, unless there is an emergency situation) and a variety of other equipment such as flashlight, automobile, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Supervises, directs and evaluates Correctional Officers, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance evaluations.

Functions as shift supervisor, including conducting staff briefings, in the absence of the Shift Sergeant.

Responsible for a number of duties designed to maintain order and discipline within the facilities and provide coordination and direction of various daily activities involving inmates.

Conducts those processes pertaining to any incoming inmate such as body-searching, completing applicable forms during in processing procedures, inventorying of personal effects, and explaining rules and policies of the Correctional Institution.

Ensures that the following reports and documents are prepared and maintained during his/her tour of duty: screening reports, count packages, safety and sanitation reports, isolation and segregation reports, daily logs, incident reports, dorm assignment forms, personal property inventory forms, etc.

Performs necessary tasks such as providing basic or emergency first-aid to inmates and others as required; performs security inspections and headcount of inmates under supervision, conducting safety and sanitary inspections of buildings and dormitory units; examines packages, letters and other articles to detect and interrupt contraband; handles inmate discharges as required.

Supervises inmate meals, maintaining proper use of County property.

Ensures inmates with special needs receive required attention including those with contagious diseases, those with suicidal tendencies, or special medical problems. Ensures the safety and security of all visitors as well as inmates during visitation sessions and/or any other reason deemed necessary. Supervises inmates during sick call.

Supervises activities of inmates performing grounds maintenance activities on Correctional Institution property, which may include picking up trash, mowing grass, and related work. Ensures that grounds maintenance equipment and assigned vehicles are kept in clean and operable condition.

Controls incoming/outgoing movement of inmates and vehicles through rear gate of correctional facility.

Operates and utilizes several types of equipment to complete daily responsibilities including handcuffs and various restraining mechanisms, etc.

Provides assistance to supervisors in various assignments and activities, instructing and disciplining inmates as required; supervises inmates on work detail as needed.

Provides assistance to all personnel entering the facility and to various law enforcement personnel with difficult subjects. Assists in transporting inmates when necessary.

Performs other related duties as required.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

November 16, 2017
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