VACANT POSITION
DEPARTMENT: CORRECTIONAL INSTITUTION
OBTAIN APPLICATION: http://spaldingcounty.com/careers.php
SUBMIT APPLICATION, PROOF OF EDUCATION, DD214 (IF APPLICABLE), AND A COPY OF CORRECTIONAL OFFICER POST CERTIFICATION TO:
employment@spaldingcounty.com or 119 E. Solomon St, Room 110
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title:	Part-time Correctional Officer (Position #1502)
Salary:	Pay Grade 13; Hiring Salary $19.32 per hour
	Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule:	Varies depending on availability

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

MINIMUM TRAINING AND QUALIFICATIONS: Must possess a High School diploma or state-awarded GED; must be a P.O.S.T. certified Correctional Officer. Must possess a valid Georgia Class C Driver's License. Must provide a copy of Correctional Officer POST certification with application. Must provide copy of DD214 with application, if applicable.

GENERAL STATEMENT OF JOB: Under general to close 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 inmates, patrolling assigned posts, escorting, preparing reports, inspecting property, preventing disturbances, maintaining facilities, etc. Reports to the Corrections Corporal.

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

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

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

Demonstrates adequate knowledge of, and adheres to, institutional and departmental rules, regulations, policies and procedures applicable to assigned post(s).

Conducts those processes pertaining to any incoming inmates such as body-searching, completing applicable intake paperwork, photographing, inventorying of personal effects, explaining rules and procedures, assigning dormitory and bed, supervising initial phone calls, making sure inmate receives proper clothing and bed linen from the facility laundry.

Prepares and maintains a variety of reports and documents in performance of the job, including property reports, daily count packages, personnel forms, contraband logs, sanitation and safety reports, incident reports, disciplinary reports, etc.

Determines and takes appropriate action to address volatile, dangerous, or emergency situations such as violence, attempted escapes or medical problems in accordance with applicable policies, procedures and guidelines.

Performs security inspections and headcounts of inmates under supervision, conducts safety and sanitation inspections of dorms, kitchen, laundry and other areas of the buildings, examines packages, letters and other articles to detect and intercept contraband.

Supervises inmate meals, ensuring that inmates enter and exit the dining area in an orderly and expedient manner. Ensures that arguments or disagreements are solved quickly, makes sure inmates follow proper seating instructions.

Ensures inmates with special needs receive required attention, including those with contagious disease, those with suicidal tendencies or special medical problems.

Properly accounts for the arrival and departure of private citizens, vendors or other departmental or non-departmental persons at the facility. Maintains log of any tools brought in or out by any maintenance personnel, including private company personnel.

Conducts, monitors visitation on applicable days and times for compliance with the facility's or other applicable policies and procedures.

Provides emergency and/or basic first aid to inmates, visitors and others as required.

Operates and utilizes several types of equipment to complete daily responsibilities including two-way radios, handcuffs, restraint mechanisms, keys, automobiles, pistols, computer and printer, etc.

Maintains accountability for inmates in segregation / isolation cells. Conducts shakedowns before placing inmates in holding cells, in accordance with established procedures. Conducts cell searches and strip searches of inmates being placed into holding cells. Ensures inmates in holding cells receive daily meals, medication, showers, etc. in accordance with established policies and procedures. Checks on inmates in isolation at established intervals. Appropriately documents all findings on appropriate forms and in log books.

Escorts and monitors inmates assigned to jobs on or immediately surrounding the facility grounds.

Properly accounts for, inventories, monitors use of, secures and/or returns items such as chemicals, tools, equipment, materials, supplies, etc. that are utilized by or in the presence of inmates.

Provides assistance to supervisors in various assignments and activities, directing and disciplining inmates as required; assisting supervisors in any activity necessary.

Performs other related duties as required.
November 2, 2021
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