

AUGLAIZE COUNTY
An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Sheriff's Office	Employee Name:	
Class Title:	Corrections Officer 2	Position Title:	Corrections Officer
Class Number:	46532C	Position Number:	08:111107.5
Dept./Div.:	Jail	Civil Service Status:	Classified
Unit:	Corrections	Employment Status:	Part Time
Reports to:	Corrections Sgt.	FLSA Status:	Non-exempt
EEO Status:	(04) Protective Services	DOT/O*Net Code:	372.367-014
		Normal Work Hours:	Varies

GENERAL DESCRIPTION:

Under general supervision from corrections sergeant, maintains discipline, order, and security: guards against escapes; supervises daily activities of inmates; prepares inmates for transport to prison or other facilities.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED); completion of Ohio Basic Corrections Course (prior to appointment preferred and within one (1) year of appointment required); Combination of education, experience, and training which provides the required knowledge, skills, and abilities of Corrections.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy; must be able to obtain other certifications related to assigned duties within probationary period (e.g., Ohio Basic Corrections Course, LEADS certification, first-aid, CPR certification, etc.)

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Motor vehicle, fingerprint kit, restraint devices, taser, camera, jail safety and security equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee uses or works in proximity to the use of firearms; has potential exposure to human blood or other potentially infectious materials; has contact with potentially violent persons or emotionally distraught persons; has exposure to life threatening situations; may be exposed to insulting behavior from prisoners, which cannot be prevented.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In case of emergency, unpredictable situations and/or department needs, the employee may be required to lift, push, pull and/or carry objects heavier than D.O.L. Strength ratings recommend.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

 (Approval of Appointing Authority)

 (Date)

 (Employee Signature)

 (Date)

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POSITION DESCRIPTION

Inside Page 1 of 2

Agency:	Sheriff's Office	Employee Name:	
Class Title:	Corrections Officer 2	Position Title:	Part time Corrections Officer
Class Number:	46532C	Position Number:	08:11107.5
Dept./Div.:	Jail	Reports to:	Corrections Sgt.
Unit:	Corrections		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 25% 1) Prepares inmates for transport to prison or other facilities (e.g., applies restraints, etc.) and drives motor vehicle to transport inmates as necessary; prepares documentation of property disposal for inmates released for more than 30 days; performs booking duties of inmates (e.g., completes ACCC paperwork; logs all property; records data in computer; conducts DNA tests on new felony arrest; takes photographs using camera; fingerprints inmates; conducts or requests records check; verifies accuracy of paperwork received from law enforcement; etc.); performs release duties of inmates (e.g., conducts or requests records checks; verifies court paperwork; etc.); collects, records, and totals all moneys entering the facility and prepares receipts; conducts or requests background checks on civilians; fingerprints civilians; completes ESORN registrations; files paperwork, run reports, and maintains all necessary records and inventories (e.g., runs release reports; audits files for proper documentation; files released inmate folders and booking cards; etc.); provides assistance to other personnel as needed.
- 60% (2) Maintains discipline, order, and security in Auglaize county Correctional Center (ACCC) (e.g., assists in inmate disciplinary hearings; etc.); supervises inmates during meals, bathing, clinic care, visiting, sleeping recreational activity, and/or during work detail in assigned area (e.g., food services, medical, school, recreation, etc.) ensuring inmates are following all rules and regulations; receives shift recaps daily from each shift; conducts official head counts daily; writes daily reports and logs all movement in central and intake daily; conducts walk-throughs of all cell blocks once each hour at irregular intervals; performs close watch every 20 minutes on all inmates deemed mentally, physically, or emotionally unstable and/or under the influence of substances of abuse and/or inmates(s) on disciplinary lockdown; conducts suicide watch every ten (10) minutes on inmates at risk of self-harm; responds to alarms; responds to behavior problems on emergency basis and disciplines inmates as required according to established procedures; intervenes in crisis situations including cell extractions on inmates; distributes commissary slips, personal hygiene items, mail, uniforms, and other items as required to inmates in accordance with policy and procedure; collects items issued from inmates in accordance with procedure; provides meal count to kitchen for all meals; serves meals to inmates, collects trays, and counts and tracks silverware ensuring all silverware is returned after meals; distributes medications to inmates in accordance with instructions from nurse; carries non-lethal weapon in performance of duties; performs routine maintenance to facility.

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Dept./Div.:	Jail	Reports to:	Corrections Sgt.
Unit:	Corrections		

10% (3) Searches inmates and areas of assigned responsibility for contraband; searches incoming mail daily; searches persons and vehicles entering or leaving facility for contraband or escapees; conducts internal, external and fence security inspections.

(4) Maintains required licensures and certifications. .

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Attends professional education and training sessions, seminars, and workshops as directed.

OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Departmental policies and procedures*, supervision of inmates in controlled environment*; correctional facility security practices, procedures, and equipment; self-defense techniques; intake procedures.

Skill In: Use restraint devices; computer operation; use of modern office equipment; proper use of law enforcement equipment; application of self-defense techniques; motor vehicle operation.

Ability to: deal with problems involving several variables within familiar context; calculate fractions, decimals, and percentages; complete routine forms; respond to routine inquiries from public and/or officials; recognize safety warnings; develop good rapport with inmates; demonstrate physical fitness..

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

