

# CORRECTIONS OFFICER

Cloud County

Sheriff Department

## POSITION SUMMARY

Under the administrative supervision of the Sheriff, the Corrections Officer is a non-exempt position under FLSA. This position performs skilled work in the operation of the county jail. This employee should possess excellent organizational, communication, and public relation skills.

## ESSENTIAL FUNCTIONS

- Works with citizens and governmental entities relating to the enforcement of federal, state, and local laws;
- Attends and participates at training and educational sessions for department employees;
- Works with Corrections Sergeant to accurately maintain records and reports relating to persons under arrest, inmates, and jail facilities;
- Works with Corrections Sergeant to ensure orderly and secure operation of jail facilities;
- Ensures all department equipment and machinery is kept in good operating condition;
- Advises superior officers and department staff of information necessarily required for safe and lawful operation of the jail facilities;
- Maintains proper inventory of supplies and materials;
- Transports prisoners;
- Prepares and serves food for inmates in compliance with all state and federal regulations;
- Works with Cloud County Commissioners as necessary.

## MARGINAL FUNCTIONS

- Assist other county department as required;
- Performs other duties as deemed necessary or assigned.

### *Classification Quick View*

<u>FLSA:</u>	Non-Exempt
<u>ADA:</u>	Applicable
<u>FMLA:</u>	Eligible
<u>OSHA:</u>	Human Blood/Body Fluids
<u>WORKING CONDITIONS:</u>	Element of Risk

***CORRECTIONS OFFICER  
POSITION REQUIREMENTS***

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**Experience:** One year of similar or related experience are required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

**Education:** A high school diploma or GED is required. A valid Kansas Driver's License is required.

**Technical Skills:** A thorough knowledge of federal, state, and local law is essential. This employee must possess considerable knowledge of the Sheriff Department and its operations, state and local laws relating to investigation, arrest, search and seizure, court procedures, evidence and liability. The employee must pass a physical performance test, a physical examination, psychological evaluation, and drug screening. This employee must also pass a written examination testing the employee's general knowledge, memory retention, reasoning, and typing ability. This employee should have excellent supervisory, managerial, organizational, public relations, and oral and written communication skills.

**Problem Solving:** Independent problem solving is a major factor in this position. This employee encounters problems with determining prisoner safety, well being and rights. Employee must remain in control of prisoner population at all times.

**Decision Making:** Independent decision making is a major factor in this position. This employee makes decisions about the care and custody of prisoners, maintain security and supervising inmates, and prioritizing daily work assignments.

**Supervision:** This employee works under the directions of the Undersheriff and Corrections Sergeant. This employee does not exercise supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for county equipment and resources. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, subordinate personnel, co-workers, supervisory personnel.

**Working Conditions:** Adverse working conditions exist within this position. Exposure to human blood and body fluids, heights, hazardous chemicals, explosives, excessive noise, and all types of weather conditions is possible. This position contains an element of risk to personal safety.

**Physical Requirements:** The ability to pass and maintain all physical requirements and activities of the Kansas Law Enforcement Training Center is required to perform this position.

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*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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