



## JOB DESCRIPTION

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**JOB TITLE:** Part-time Corrections Officer

**DEPARTMENT:** Potter County Jail

**SUPERVISOR'S TITLE:** Warden and/or Deputy Warden

**JOB CLASS:** NA

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### PART-TIME CORRECTIONS OFFICER

#### GENERAL DESCRIPTION

A Corrections Officer is responsible for maintaining order, supervision of conduct, care, custody and control of inmates of the Potter County Jail.

#### ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

An employee in this position is responsible for the prevention of escape, maintaining discipline, and residents' activities as required by the Jail. Work is performed in accordance with written rules, regulations and special oral instruction of the Warden and/or the Deputy Warden.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Responsible for control of keys;
- Maintaining log books and other internal records of residents' activities;
- Maintain order and discipline in places of assembly;
- Supervise residents during meal and recreational periods;
- Search residents for contraband after visits and upon entering the Jail after performing work outside the jail (pat searches). Also complete strip searches.
- Process inmates in and out of the jail which includes, but is not limited to, gathering information, completing search of inmate and property for contraband and escorting residents to various housing units;
- Take disciplinary measures as required to maintain order and protect residents from harming themselves or others;
- Prepare and submit misconduct reports involving incidents of a major nature to the Supervisor for the necessary action;
- Other duties or assignments as directed by the Warden and/or the Deputy Warden.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Participate in training programs as scheduled;
  - Supervise work details of a varied nature both inside and outside the prison environment;
  - Issue clothing, commissary items and housecleaning supplies to residents as required;
  - Supervise daily cleanup of resident quarters and designated areas of the jail;
  - Complete rounds to check security of prison;
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- Observe and report changes in personality and/or demeanor of residents;
- Monitor and maintain order during organized programs and activities, such as classes, entertainment and recreational activities;
- Other responsibilities and/or duties as assigned or requested.

### **QUALIFICATION REQUIREMENTS**

#### KNOWLEDGE AND ABILITIES:

- Able to maintain strict confidence;
- Must be able to multi-task;
- Ability to work independently within standard operating procedures and legal requirements;
- Ability to use time management skills;
- General knowledge of various office equipment.

#### EXPERIENCE AND TRAINING:

- High School diploma or equivalency
- Computer literacy;
- Effective written and verbal communication skills;
- Effective time management, organizational and problem solving skills;
- Effective interpersonal and conflict resolution skills;
- Willingness to attend trainings related to job position.

#### PHYSICAL REQUIREMENTS:

- Ability to lift light storage boxes (20 lbs.);
- Ability to work under and meet deadlines;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

#### ADDITIONAL REQUIREMENTS:

- At least twenty-one (21) years of age;
- Shall submit a criminal history report;
- Possession of a valid Pennsylvania driver's license.

#### **HOURS:**

Part-time, approximately twenty-four (24) hours per week plus call-in hours

#### **PAY RATE AND BENEFITS:**

Pay rate and benefits are based on the union contract.