

Grand County

In House & Public Job Opportunity

Job Title: Corrections Officer		
Department: Sheriff's Office		
Location: Grand County Courthouse 125 E Center Street, Moab, Utah		
Reports to: Assistant Jail Commander		
Pay Range: Grade 12 Starting salary 14.75 Revised: 1/2008	Type of Position <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Benefits	Job Status <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input checked="" type="checkbox"/> Public Safety

Job Summary

Under the supervision of the Assistant Jail Commander the Corrections Officer is a sworn member of the Sheriff's Office whose work is performed in the Grand County Jail. The Corrections Officer documents and performs procedures involving the release and booking of inmates and the supervision of inmates incarcerated in the jail. Direct contact with inmates involving, searching, booking and processing of arrestees and inmates is performed on a regular basis. Position requires rotating shift work and is subject to call out status including weekends and holidays.

Education & Experience

- Graduation from High School or equivalent.
- Corrections/ law enforcement experience preferred.

Special Requirements

- Must take and successfully pass Peace Officers Standard Training (P.O.S.T.) pre entrance exam.
- Must successfully complete Utah Corrections Academy.
- Must be 21 years of age.
- Must possess a valid Utah driver's license.
- Successful completion of pre-employment drug screening is required.
- Must successfully pass and maintain all required medical, written, oral and physical agility examinations.
- Must successfully pass and maintain all requirements of background checks.
- Must pass and maintain firearm and non lethal weapons certifications.
- Required to work rotating shifts and be subject to call-out status including weekends and holidays.
- A twelve-month probationary period is a prerequisite to this position.
- Safety sensitive position subject to random drug testing.

For a complete job description and to apply contact: Grand County Human Resource, 125 E Center Street, Moab, Utah 84532; 435-259-1323; pbyrd@grand.state.ut.us or visit the Grand County website at www.grandcountyutah.net. Position is open until filled. Posted In House April 14th-18th, 2008. Published in the Times Independent April 16th & 23rd, 2008.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.

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Supervision

Received: Assistant Jail Commander

Given: None

Essential Duties

- Receives and safely keeps all persons committed or detained in the county jail as provided by law (Utah Code Annotated 17-22-4).
- Maintains overall jail security during shift.
- Keeps a computer record of each inmate.
- Maintains jail judicial papers and other mail directed to a prisoner.
- Segregates prisoners according to established classification and administrative procedure.
- Records in writing any occurrences in the jail during tour of duty.
- Operates electrical/mechanical doors on cellblocks and cells when needed.
- Oversees all activities of inmates and trustees.

- Verifies the arrest information on the arresting officer's form; runs a "records" and National Crime Information Center (N.C.I.C.) check on all arrestees.
- Books all arrestees into the jail by way of the computerized booking process. Distributes copies of the booking to the appropriate offices.
- Completes an information packet on all prisoners with a complete record of charges, courts and bail.
- Copies and distributes warrants of arrest and commitments to the appropriate areas. Adds all new charges or deletes dropped charges on information packet.
- Releases all prisoners from jail whose release has been authorized. Computes release dates from commitments and orders of the courts. Cross checks that the correct prisoner is being released by use of photographs. Completes all release papers accurately and distributes them to the appropriate areas.
- Returns prisoner's property and money to the correct prisoner and verifies signatures.
- Assists escorting officers in searching and handling violent prisoners and accurately reports the incident.
- Thoroughly searches all incoming prisoners.
- Transports inmates between the various courts, health service providers, to or from the state prison or state mental hospital as directed.
- Works with other law enforcement agencies to provide efficient and effective law enforcement.
- Travels out of town to complete assigned duties and continued education or certification requirements.
- All other duties and responsibilities as assigned by supervisors.

Knowledge, Skills & Abilities

Knowledge of:

- Basic office skills including Windows based PC applications, computers, software and other office equipment.

Skills in:

- Reading, writing and math.

Ability to:

- Learn and follow the Sheriffs Office and Grand County policy and procedure manuals.
- Communicate verbally and in writing and to follow verbal and written instructions.
- Learn corrections and law enforcement procedures.
- Work independently on multiple assignments
- Use judgment to plan, perform and make decisions on sequence of operations and processes.
- Assess unusual circumstances and adapt to variations in approach in completion of duties.
- Establish and maintain professional relationships with public and staff within the Sheriffs Office and other agencies.
- Establish interpersonal relationships where non-routine, moderately complex cooperative problem solving is required through discussion and persuasion.

- Recognize and follow the Sheriff's Office chain of command.
- Use tact and self-control when communicating.

Physical Demands

- Effort involves moderately heavy lifting, pushing or pulling, and can involve considerable crouching, stooping, or lying in a prone position.
- Must be able to lift or drag up to 100 pounds.
- High manual dexterity under extreme conditions may be required.
- Effort is exerted intermittently for generally short periods of time.
- Employees are intermittently involved in physically restraining hostile persons.

Working Conditions

- Recurring work conditions exist, which involve a chance of injury or loss of life.
- Contact regularly with inmates, hostile persons, the general public, and employees of other law enforcement agencies.
- Works in office with environmentally controlled temperatures.
- Traveling and operating an automobile is a regular a part of the job.
- Works outside in extreme weather conditions.

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