

Job Description

Job Title: Corrections Officer I **Job Code:** 905100 **Job Family:** Public Safety

Pay Grade: 14.13 **FLSA:** Non-exempt **EEO:** Para-professional

Department/Agency: Countywide **Position Number(s):** Multiple

Recommended Position Title(s): Correctional Advisor I

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Maintains custody and control of assigned clients in order to ensure a safe and secure environment; ensures clients and visitors are escorted throughout the facility as dictated by policies and procedures; enforces rules and regulations governing resident conduct in a fair and equitable manner; monitors the temperament, mood, and behavior of clients to detect potential problems or conflicts, demonstrates de-escalation methods, and alerts supervisors to impending problems; observes and interacts with clients; provides positive reinforcement, and serves as a role-model for appropriate pro-social behavior and attitudes that convey dignity and respect in the treatment of others; uses evidence-based skills when communicating with clients; conducts routine safety, security, health, and sanitation inspections; searches clients, their property, and living areas to detect contraband, hazards, damage, or potential breaches of security and for cleanliness and sanitation of living areas; promptly reports any condition, equipment, or problem which poses a threat to the safety or security of the facility.
- Performs administrative functions such as maintaining shift logs, counts, and writing incident reports describing problems with clients or emergencies; responsible for the accuracy and completion of written information which is then filed or forwarded to superior officer for review; verbally reviews status of the assigned area with incoming personnel during shift changes; enters and retrieves information using a computer; processes and searches incoming clients; releases and processes out clients; ensures all paperwork and computer entries are accurately completed.
- Responds immediately to emergencies as directed by emergency procedure guidelines; uses de-escalation techniques; dons protective equipment; restrains or restricts the actions of combative or disruptive clients using only necessary force; summons assistance from backup personnel; administers first aid or CPR.
- May operate an institution vehicle to transport clients to and from court, medical facilities, work locations, or other approved locations.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

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Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Twenty-one (21) years of age or older; possess a high school diploma or its equivalent; successfully pass a criminal history check; and possess a valid driver's license.

Applicant must submit to and pass a pre-employment, post-offer drug screen and pass a physical ability test prior to employment.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Associate's degree in Criminal Justice, Behavioral Sciences or related fields and previous corrections or criminal justice related experience.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking: 60%

Lifting: Successful completion of physical ability test which includes dragging up to 125 pounds and lifting 50 lbs.

Running in response to emergency situations and self-defense training.

On call/stand-by work required.

Shift work.

Safety-sensitive job.

Weather Essential job: Department and County Essential

Uniform required.

Successful completion of physical ability test which includes dragging up to hundred and twenty five (125) pounds, lifting fifty (50) pounds, patting down residents, responding to emergency calls, walking up and down 36 stairs, and donning protective equipment.