



# JOB DESCRIPTION CORRECTIONS OFFICER

<b>JOB TITLE:</b>	<b>Corrections Officer</b>
<b>DEPARTMENT/GROUP:</b>	Police Department
<b>REPORTS TO:</b>	Corrections Sergeant
<b>SUPERVISES:</b>	None
<b>FLSA/GRADE:</b>	FLSA Non-Exempt/ Full-Time /Union – Bargaining Teamsters Local 760
<b>POSITION OVERVIEW:</b>	
Under limited supervision from the Corrections Sergeant, this position will perform all activities in the receipt, booking, custody, transport and care of inmates in City jail in accordance with established policies and procedures. Assures the fair and reasonable treatment of inmates and the maintenance and operation of a safe, secure and sanitary correction facility, placing a primary concern for the health, welfare, safety, and security of inmates, staff, and visitors.	
<b>ESSENTIAL JOB FUNCTIONS:</b>	
<p>Not all functions are performed routinely, but could be required of the position at any time.</p> <ul style="list-style-type: none"> <li>• Receives and processes new inmates. Searches inmates; collects, records and maintains prisoner's personal articles; reviews commitment orders, books, fingerprints, photographs and places prisoners in cells.</li> <li>• Inputs and updates computer and manual files to complete incident, general, arrest, inmate and statistical reports to ensure legal requirements are met.</li> <li>• Escorts or assures custody of inmates in transit to court appearances, hospital or other medical facilities, or other correctional institutions.</li> <li>• Coordinates inmate control and distribution of necessary documents in the courtroom; calculates credit time for court sentencing as requested; verifies and updates court-related information on computer, such as final disposition, sentencing and release dates.</li> <li>• Monitors electric surveillance equipment and observes inmate, trustee, and visitor movement, programs, and activities within facility to control over-all security of and access to the facility.</li> <li>• Performs other related duties as assigned.</li> </ul>	
<b>REQUIRED MINIMUM QUALIFICATIONS</b>	
<p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of policies, procedures, laws, rules and regulations related to Corrections operations and staff, in accordance with policies and procedures of the department and the City of Sunnyside.</li> <li>• Thorough knowledge of routine office equipment.</li> <li>• Experience in using various forms of communications equipment such as 2-way radios, multi-line phone system, etc.</li> </ul> <p><b><u>Abilities</u></b></p> <ul style="list-style-type: none"> <li>• Effective communication skills.</li> <li>• Perform essential functions of the job.</li> <li>• Ability to work in high stress environments while maintaining composure to ensure safety of inmates and self at all times</li> <li>• Capability to perform duties and maintain personal conduct, attitude and appearance that conform to strict policies, procedures and discipline.</li> <li>• Ability to pass an extensive background check and polygraph.</li> </ul> <p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>• High School Diploma or G.E.D.</li> <li>• Valid driver's license</li> <li>• ACCESS/WACIC Certification Level I &amp; II</li> <li>• Must be a United States citizen at time of appointment.</li> </ul>	



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### **Experience**

- One year in experience in emergency services, corrections, security, police, or military.
- Any combination of experience and training which demonstrates the required knowledge, skills and abilities.

### **PREFERRED QUALIFICATIONS**

The preferred candidate will have the following:

- Associate's degree in criminal justice or related field.
- Bilingual in English/Spanish preferred.

### **WORKING CONDITIONS :**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mainly indoors in an office setting.
- Prolonged periods of sitting at a desk and working from a computer.
- Must be able to occasionally lift and carry up to 25 lbs.
- Employee may experience disruption in sleep patterns as a result of working rotating shift work.

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City Manager

Date