

Champaign County Job Description

Job Title: Correctional Officer

Department: Sheriff

Reports To: Sergeant or Acting Supervisor

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - FOP Corrections

Prepared Date: May, 2017

SUMMARY Maintains security of Champaign County jail facilities and provides for the well-being of the current residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Takes head count of residents.

Administers medications to residents as directed by the nurse.

Checks cells for suicide attempts and makes cell checks.

Serves meals to residents, takes inmate photographs and fingerprints.

Transports prisoners to court, within facility and to other detention facilities.

Patrols assigned areas to maintain discipline and order.

Books in new prisoners, assists inmates in placing telephone calls, distributes mail and monitors visitors.

Arranges for issue of supplies.

Interviews complainants and witnesses regarding incidents occurring inside the Correctional Center.

Conducts cell and inmate searches, conducts drug tests.

Prepares disciplinary and other reports.

Maintains contact with various governmental agencies.

Responsible for area sanitation.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); or equivalent combination of training and experience. Requires working knowledge of Correctional Officer rules and regulations. Requires skill in interviewing techniques and in personal and cell searches.

LANGUAGE SKILLS Ability to read and interpret documents such as jail regulations, operating instructions, legal documents and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before the public or employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in unusual situations. Ability to work in stressful situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Driver's License required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; and talk; or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Jail facility with some exposure to physical concern. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within the job class. "Essential functions" are to be determined at the position or job level within each department.