



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Corrections Officer</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Corrections Sergeant</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>06/08</u>
DEPARTMENT: <u>Corrections</u>	JOB CODE: 4033	

DEFINITIONS:

Under close supervision, observes and supervises inmates, mediates disputes and extracts inmates from cells, delivers meals and medications, and maintains the safety and security of the jail staff and inmates.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Conducts key counts for detention areas; performs inmate counts on a regularly scheduled basis; performs floor checks by entering different areas of the jail in order to ensure safety of both the inmates and facility; monitors fire, video, audio, and air handling systems to ensure proper functioning; performs outside perimeter checks.

Distributes medication to inmates; operates medical devices; responds to and triages medical emergencies; distributes meals to inmates; separates and restrains individuals; extracts and rescues inmates from cells; counsels and mediates inmates; responds to inmates' requests and grievances; has direct inmate contact; conducts inmate pat down and strip searches.

Distributes and logs incoming and outgoing mail; accepts and records bail and fine payments, issue receipts, and arranges for releases of inmates; writes bonds and accepts payment for bonds; accepts and monitors personal property and money for inmates.

Transports inmates to and from court and medical appointments; maintains security and safety of inmates while outside of the jail facility; transports inmates to out of County courts and facilities; makes pickups from other correctional facilities; maintains and ensure the accuracy of all paperwork related to transport and transfer of inmates.

Assists with public, attorney, law enforcement officer, court personnel, and clergy activities; performs walk-in arrests of individuals possessing outstanding warrants; ensures inmates receive regularly scheduled meals; provides clean clothes and hygienic products to inmates; distributes commissary items.

Monitors and assists with work release participants; assists with the inmate incentive program; retrieves information about previous shift's activities; attends staff and shift meetings; compiles and writes incident reports; prepares applications for warrant or on-view arrests; observes, documents, and repairs equipment.

KNOWLEDGE AND SKILLS:

1. Good knowledge of the principles and practices of correctional institutions.
2. Good knowledge of the policies and practices of the Boone County Detention Facility.
3. Some knowledge of the criminal justice system in the State of Missouri.
4. Some knowledge of the court system in the State of Missouri.
5. Skill in interacting with people of different social, economic and ethnic backgrounds.
6. Skill in maintaining objectivity and confidentiality in dealing with inmates.
7. Skill in communicating with inmates and mediating difficult situations.
8. Skills in writing reports and correspondence.

MINIMUM QUALIFICATIONS:

High School Diploma, or equivalent; 20 years of age or older; applicant must possess a clear criminal record, excluding traffic violations; no marijuana use or possession in the past 3 years, and no other illegal drug use or possession in the past 10 years; vision acuity of 20/200 and correctable to 20/20 in both eyes; must possess a valid Operator's license at time of application and a valid Missouri Operator's license at time of appointment. Successful individuals must be able to meet the strenuous physical demands of detention facility management, operate keyboard equipment, enunciate with radio traffic, and exhibit exceptional verbal and written communication skills. Applicants must pass a pre-employment drug screen. Must be able to type a minimum net score of 35 wpm.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)