

**CORRECTIONS OFFICER
CORRECTIONS OFFICER (TRAINEE)**

CODES/PAY RANGE(S)

Class Code: 3411 (Trainee)
Class Code: 3412

EEO Code: D
EEO Code: D

Pay Range: 320
Pay Range: 322

MAJOR FUNCTION

Responsible work providing custody, control, care, and general welfare of inmates detained in the County correctional facilities.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Admits and releases persons committed to the County correctional facilities.

Places inmates under confinement in cells or other jail areas as directed, and cares for them as long as they are confined therein. Maintains good order and conduct and is responsible for the care, general welfare, and feeding of inmates, as assigned.

Maintains the area of assigned responsibility in a clean, sanitary, and orderly manner.

Assigns and directs inmates in such work details as required.

Patrols cell blocks. Takes periodic counts of inmates in cell blocks.

Exercises reasonable and/or special care or action, as the need dictates or as directed, in handling special or unusual inmates or other emergency situations.

Checks inmates and cell areas for contraband, escape attempts, unauthorized articles, weapons, etc.

Is held accountable for tools and equipment of the area of responsibility.

Responsible for the thorough search and removal of all unauthorized personal articles and contraband from all prisoners to be confined or detained in the County's correctional facilities.

Performs clerical duties related to the receipt and release of inmates.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and understanding of the attitudes and behavior patterns of persons under restraint.

Ability to gain knowledge of penal rules, regulations, and procedures governing the confinement and release of prisoners. Ability to keep records and make reports. Ability to establish and maintain effective working relationships with associates, other law enforcement officers, and the public.

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MINIMUM QUALIFICATIONS

CORRECTION OFFICER (TRAINEE) - Graduation from high school or possession of a GED.

Prior to hire: Must be 19 years of age. Must have passed a 7-8 level-A TABE test with scores at or above the 10th grade in all areas tested. Exceptions can be made for those applicants who can show they have completed college level courses equivalent to this testing level.

CORRECTIONS OFFICER - Certification by State of Florida. See attached FDLE standard.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical, legal, and professional journals and manuals; reports, summaries, laws, statutes and procedures. Ability to perform basic mathematical functions. Ability to apply rules, procedures, laws to real life situations including emergencies. Ability to speak clearly and concisely. Ability to write detailed reports, summaries, instructions relaying information. Ability to analyze situations for potential infractions, dangers.

Physical Demands: Heavy to Heavy work. Ability to see, hear, talk, run, walk, lift, pull, push, grasp, feel, stoop, kneel, crouch and climb; finger dexterity. Ability to effectuate an arrest with or without resistance.

Environmental Demands: Inside work. Exposure to confine, closed spaces on a continuous basis.

Revised 2/08

Revised 3/99