

# **JOB POSTING**

## **TITLE: Corrections Officer**

This position will remain posted until position is filled.

### **SUMMARY OF JOB:**

Under the direct supervision of the Jail Administrator, the Correction Officer shall be responsible for carrying out the everyday operations and security of the jail. Duties are performed in accordance with State Statutes and department rules and procedures.

### **ESSENTIAL DUTIES:**

Responsible for making sure that commitments and arrests of individuals to be detained in jail are in proper order.

Responsible for booking in all prisoners upon their arrival at the jail, including performing a weapons search, logging into the computer all personal belongings and securing the same, logging in inmates identifying information, fingerprinting and photographing the inmate, issuing clothing, bedding and other supplies and confining the inmate.

Responsible for moving inmates between cells and keeping inmates segregated as to sentenced, AA, Attorney visits, etc.

May assist Deputy Sheriff in transporting inmates.

Responsible for making and logging periodic checks of cell blocks for cleanliness, contraband and enforcement of all rules and regulations among the prisoners.

Responsible for the cleanliness and sanitation of the jail, assigns, supervises and inspects the work of inmates engaged in on-site clean up.

**REQUIREMENTS:** High School Diploma or GED required. Experience preferred. Must possess excellent oral and written communications skills.

**Taney County is a Substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at 417-546-7237 for information. The County Application may be obtained through the Human Resources Department or printed off the County website under the Human Resources Department.**

**Date Posted: 03/27/2014    Closing Date: TBD**