



JOB POSTING

TITLE: Corrections Officer

Applications must be received by October 28, 2016, 5:00 p.m.

JOB SUMMARY:

Under the direct supervision of the Corrections Supervisor, the Corrections Officer shall be responsible for performing all aspects of the position as assigned.

ESSENTIAL DUTIES:

Duties include, but are not limited to, the following:

- Responsible for prisoner intake
- Moving inmates between cells
- Perform periodic checks of cell blocks for cleanliness, contraband and enforcement of all rules and regulations among the prisoners
- Assigns, supervises and inspects the work of inmates engaged in on-site clean up
- Maintains various jail records and logs including visitation log, inmate mail and phone call logs, and shift events
- Maintain communication with kitchen and medical staff and shift employees. Open communication with supervisor is key for this position
- Possess the ability to detect and recognize potential hazards and dangers to the facility and safety of the inmates

REQUIREMENTS:

High School Diploma or GED preferred.

Must have knowledge of computer hardware, software and accessories

Must be knowledgeable of rules, regulations and State Statutes regarding housing of prisoners

Must be able to keep accurate records and create detailed reports

SALARY: \$ 11.50 per hour

STATUS: Full time, 40 hours per week

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.