



Muskegon County Corrections Officer FT

SALARY	\$23.59 - \$28.66 Hourly	LOCATION	Muskegon, MI
JOB TYPE	Full-Time	JOB NUMBER	2023-01660
DEPARTMENT	Sheriff	OPENING DATE	09/20/2023
CLOSING DATE	10/4/2023 5:00 PM Eastern		

Description of Work

Under the general direction of the County Sheriff and in compliance with well-defined departmental policy and procedures, this employee enforces security within the Muskegon County Jail. Employees in this classification are normally supervised by a Command Officer on an assigned work shift. An employee in this class enforces security in the County Jail, perform booking procedures, distribute meals and supplies to prisoners, dispense inmate medication, supervise prisoner recreation, visitation, work and school release programs. Corrections Officers complete various police reports and records as required by the nature of their assignment. Shift work assignments include weekend and day, afternoon and midnight shifts according to an assigned schedule. An employee in this class may also perform other related work as assigned.

Required Minimum Entrance Qualifications

A. Required Experience and Training

Be a high school graduate or have a certificate of completion of the General Educational Development (GED) test.

B. Special Requirements

At the time of application the applicant must:

Be a bona fide resident of the State of Michigan for one (1) year prior to time of appointment;

Possess good moral character as determined by a comprehensive background evaluation.

Be a citizen of the United States;

Be bondable;

Be in good physical condition.

Physical Conditions / Work Location

PHYSICAL ACTIVITIES

An employee in this class must be in good physical condition such as to permit the occasional lifting and carrying of objects or persons weighing in excess of one hundred (100) pounds, and standing, walking or running for extended periods of time.

ENVIRONMENTAL CONDITIONS

A Security Officer generally works inside the Muskegon County Jail.

Additional Information

EVALUATION CONTENT

The selected candidate must take a post-offer medical examination (including back screen and complete physical) and drug screening test given by a County appointed physician before the first day of employment. An offer of employment is contingent upon the results of the medical examination and drug screening test. Applicants for County employment may be subject to a post-offer criminal background check, depending on the nature and assignment of the position. When such check is conducted, an offer of employment is contingent upon the results of the criminal background check. Appointees must satisfactorily complete a probationary period before the appointment will be considered permanent.

APPLICANT REVIEW PROCEDURE

Any applicant is entitled to a review of any determination or action taken by the County regarding the applicant's employment application. Inquiries should be directed to the County Human Resources Department.

PURPOSE

The purpose of this recruitment is to establish an eligible list from which to fill present and future vacancies in this classification in the County system. For each opening, the Department Head has her/his choice of the candidates who meet the required minimum entrance qualifications. This list remains in effect for three months unless exhausted or extended.

MUSKEGON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

MUSKEGON COUNTY HAS ADOPTED A VETERANS PREFERENCE POLICY THAT RECOGNIZES QUALIFYING MILITARY SERVICE

Agency

Muskegon County

Address

1903 Marquette Avenue

Muskegon, Michigan, 49442

Website

<https://www.governmentjobs.com/careers/Muskegon>