



BENZIE COUNTY SHERIFF'S OFFICE

Kyle Rosa, Sheriff • Greg Hubers, Undersheriff

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JOB POSTING

Corrections Officer

Benzie County Jail

Oversees the care, custody, and health of inmates. Performs bookings, processing, and supervision of inmates. Performs related work as required.

SUPERVISION RECEIVED

Work is performed under the supervision of the Corrections Sergeant.

SUPERVISION EXERCISED

Supervision is exercised over inmates

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples DO NOT include ALL of the duties which the employee may be expected to perform)

- Using defined operation procedures, receives individuals for detention in the jail facility, secures data, photographing, fingerprinting, searching, and perform computer input.
- Directs detained persons to designated security area and regularly monitors security area to assure health, safety, and general well-being of secured individuals.
- Assures proper detention practices are being followed
- Provides continuous support services, regular feeding, dispensing approved medications and passes out mail.
- Supervises inmate yards, arranges inmate commissary, and supervises visitations of authorized personnel and family, in keeping with department policies.
- Observes detained persons for signs of instability. May restrain using established policies and practices.
- Contact and arrange for mental health and medical services.
- Encourage inmate cooperation, listening to personal problems, encourage participation in inmate programs and oversees in-house cleaning tasks
- In the interest of security will assign cell and personal items, establish security risk, reassign cells, conduct cell shakedowns, and report inmate violations
- Complete assigned job/task assignments

- May be required to carry a weapon during the normal course of duty
- Perform related work as necessary.

Minimum requirements include, but are not limited to:

Age and Citizenship: Must be at least 18 years of age and a United States Citizen.

Education: A High School Diploma or equivalent is required. Two years or more of college is highly desirable.

Driver's License: The applicant must possess a valid operator's license.

Drug Testing: Applicant will be screened for the use of illegal controlled substances and Marijuana. This testing will be completed after the conditional offer of employment.

Good Moral Character: Possess a good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to all criminal and civil law violations as indicating lack of good character.

Fingerprinting: Applicant will be fingerprinted to search State and Federal fingerprint files to disclose criminal records.

Mental Fitness: Prior to being offered a position as a local corrections officer, each candidate is required to complete a psychological background evaluation.

Physical Fitness: Prior to being offered a position as a local corrections officer, each candidate is required to demonstrate his/her physical fitness by successfully completing the LCOPAT Physical Abilities Test.

Written Exam: Prior to being offered a position each candidate must complete the EMPCO written Exam.

Experience:
Preferred course work in criminal justice or psychology.

Other Requirements:

Knowledge of:

- Public Safety and Security – relevant equipment, policies, procedures, and strategies to promote effective local, state, or national operations for the protection of people, data, property, and institutions.
- Law and Government – laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English language – structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Principles and process for providing customer and personal service.
- Basic knowledge of computers and word processing.

Skill in:

- Active Listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Being proactive with improvements and concerns related to job duties.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — talking to others to convey information effectively.

- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Coordination — adjusting actions in relation to others' actions.
- Negotiation — bringing others together and trying to reconcile differences.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Time Management — managing one's own time and the time of others.
- Complex Problem Solving — identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Instructing — teaching others how to do something.
- Service Orientation — actively looking for ways to help people.
- Writing — communicating effectively in writing as appropriate for the needs of the audience.
- Stamina — the ability to exert yourself physically over long periods of time without getting winded or out of breath.

Ability to:

- Oral Comprehension – listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity – tell when something is wrong or is likely to go wrong.
- Speech Clarity – speak clearly so others can understand you.
- Speech Recognition – identify and understand the speech of another person.
- Deductive Reasoning – apply general rules to specific problems to produce answers that make sense.
- Selective Attention – concentrate on a task over a period of time without being distracted.

Wage: \$22.26 to \$25.88 with competitive benefit package