

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SHERIFF CORRECTIONAL OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide security and supervision of inmates in the County jail and inmates who are sentenced to the work release program correctional facility.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes new inmates and arrested persons; books new inmates; searches inmates and seizes all personal property; inventories personnel possessions including clothes and money; issues inmate uniforms; prepare inmate identification cards; enters arrests into computer; secures inmates in jail or holding cells; fingerprints inmates; informs inmates of charges and bond amounts.

Processes inmates into the work release program; verifies inmate employment, transportation, job changes and other related information; maintains daily time sheets and job location logs; investigates discrepancies regarding inmates' work hours.

Collects payments from and issues receipts to inmates; collects money for inmates' accounts.

Prepares processing paperwork for new inmates; accepts and answers inmate request forms; prepares bonds, incident and disciplinary reports and other required reports; reviews incarceration documents; maintains logs and files of inmates; answers direct questions from inmates.

Conducts daily operations of the jail including meal times, church services, GED classes, AA meetings, routing maintenance crews, monitoring suicide watch, etc.; assigns and supervises inmates to clean up detail; disburses cleaning and sanitation supplies; detects and reports maintenance problems.

Screens inmates for medical conditions; retrieves for and monitors inmates during medical treatments; directs inmates to infirmary;

Escorts and supervises inmates during on site court appearances; compiles court information to complete court lists; updates files and databases with new court information; submits bonds to court.

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Maintains order and security within the facility; enforces inmate rules and regulations; assigns location of inmates; performs security checks and searches of cells for contrabands; conducts head counts of inmates; controls behavior of inmates and restrains irate or violent inmates; disciplines inmates in violation of rules and regulations; places inmates who commit major offenses on lockdown and handles revocation hearings; manages physically and mentally ill inmates.

Oversees visitation; checks identification of visitors; logs visitors in computer; directs visitors to proper locations.

Monitors security of jail including tower monitoring, video and tape recorder monitoring, radio communication monitoring, and traffic monitoring; responds to emergencies; monitors alarms of building.

Answers telephone calls; assists the public with questions and concerns; accepts money from visitors toward bond amounts; distributes personal mail to inmates.

Out-processes inmates who are scheduled for release; files inactive or closed inmate folders.

ADDITIONAL FUNCTIONS

Assigns bunks to new inmates.

Type various forms including lock combination cards, inmate census, tray detail roster, etc.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; with little or no previous experience and/or training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be a minimum of 18 years of age. May be required to possess or acquire a valid Basic Jail Officer certification.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 160 pounds).

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Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may require exposure to temperature/weather extremes, strong odors/fumes, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animal/wildlife, disease/blood/bodily fluids/pathogenic substances, explosives, violence, bright/dim light, noise, vibrations, machinery, traffic hazards.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.