

**JOB DESCRIPTION**  
**JOB TITLE: CORRECTIONS OFFICER**

**EXEMPT: NO**  
**SALARY LEVEL: \$38,748 annual**  
**SHIFT: ALL**  
**LOCATION: Criminal Justice Center**  
**REPORTS TO: SHIFT SUPERVISOR**

**JOB CODE:**  
**DIVISION: CORRECTIONS**  
**DEPT: HOWARD CO. SHERIFF**

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**SUMMARY:** The Correction Officer is responsible for overseeing the daily operation of the Howard County Criminal Justice facility. They report directly to the assigned shift supervisor of their designated shift.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and any that may be assigned by the supervisors, Jail Commander or Sheriff.

Books in and Bonds out inmates, serves warrants of the courts and may initiate arrests.

Transports inmates to and from court and prisons systems.

Supervises inmates, conducts daily inspections of all living quarters within their assigned pod. Documents all inmate movement within their area of control, and monitors any daily activities.

Watches for and reports irregularities such as fire hazards, leaking water pipes, security doors left unlocked, etc.

Responds to all active alarms in their assigned work area within the facility and takes appropriate action, also notifies the chain of command of the problem and any action taken.

Records data in a manner which the supervisory staff can use to report property damage, unusual occurrences, and malfunctioning of machinery or equipment.

**SUPERVISORY RESPONSIBILITIES:** Carries out responsibilities in accordance with the organization's policies and applicable laws.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be able to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED), one to three months related experience and/or training, or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

**MATHEMATICAL SKILLS:** Ability to apply common sense to understand and carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** The corrections officer will be required to successfully complete Jail Officer courses within the first year of employment. They will complete the Policy and Procedures training before working independently. Also, the corrections officer will attend and complete any other educational programs, schools, or training programs as assigned.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, and use hands to handle or feel objects, tools or controls. May also be required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell.

The corrections officer must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. May require physical restraint of inmates.

Howard County is an equal opportunity employer.