

CORRECTION OFFICER I

NATURE OF WORK IN THIS CLASS:

This is routine correctional work involved in the custody and rehabilitation of inmates.

Employees in this class perform routine correctional duties independently after initial training but work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Stands watch in control room, gate or cell.

Patrols campus grounds.

Makes inmate counts and ensures constant surveillance of compound.

Maintains visitation controls.

Searches inmates and visitors entering and leaving the correctional campus.

Reports all unusual incidents of units assigned.

Assists in the supervision of inmates in housing units, recreation fields, work details and at other approved locations.

May transport inmates to and from facility, hospital, court, work details and other approved destinations.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and implement the methods and techniques used in supervising inmates.

Ability to learn, interpret and enforce institutional policies, rules and regulations.

Ability to maintain order and discipline in a penal institution.

Ability to learn to operate a variety of institutional equipment and devices including firearms.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.


MINIMUM EXPERIENCE AND TRAINING:

- (a) Graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission