

JOB OPENING ANNOUNCEMENT



Position Title: Correctional Officer - Adult

Department: Jail

Position Summary:

This is specialized work in the care, custody and control of adult inmates in the custody of the Franklin County Adult Detention Center. The employee is responsible for protecting the well-being of inmates, overseeing of meals, operation of the Control Center, escorting inmates to and from court, transporting inmates between secure facilities, booking and intake procedures of inmates, writing of reports concerning incidents happening in the detention center and the overall supervision of inmates within and outside the facility.

Franklin County participates in the Kansas Public Employees Retirement System (KPERs & KP&F).

How to Apply: Complete On-Line Application at www.HRePartners.com.

Base Salary: \$12.13 per hour
Shift Differential: \$0.25 per hour (3 p.m. to 11 p.m.)
\$0.50 per hour (11 p.m. to 7 a.m.)

Date Opened: Thursday, September 22, 2016

Date to Close: Open Until Filled

Hours: Rotating Shifts, evenings, weekends, holidays are required. Overtime may be required.

Additional Information:

High School Diploma or GED required. Six months to twelve months related experience or training required. Associates Degree is preferred. Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six months of being awarded the position.

The employee may be exposed to dangerous situations.

Knowledgeable of Kansas statutes as related to the care, custody and control of adult inmates; facility policy, procedures and responsibilities of operating a detention facility.

Franklin County conducts background checks and drug screening on all potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3444 at least two days prior to the scheduled test or interview.

Duties listed on the job description are intended only as illustrations of the various types to work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. The attached job description does not constitute an employment agreement and is subject to change as the County's needs and requirements of the job change.

The State of Kansas and Franklin County are At-Will Employment jurisdictions. The County is an Equal Opportunity Employer. Applicants and/or employees with a disability as defined in the Americans with Disabilities Act may request accommodation to perform the position's functions. Requests should be directed to the Human Resources Director.

Franklin County is an Equal Employment Opportunity Employer.

Franklin County, Kansas Job Description

Title: Correctional Officer	Grade: 11
Reports To: Detention Corporal	FLSA: Non-Exempt
Department: Jail	Modified Date: October 2013

JOB SUMMARY:

This is specialized work in the care, custody and control of adult inmates in the custody of the Franklin County Adult Detention Center. The employee is responsible for protecting the well-being of inmates, overseeing of meals, operation of the Control Center, escorting inmates to and from court, transporting inmates between secure facilities, booking and intake procedures of inmates, writing of reports concerning incidents happening in the detention center and the overall supervision of inmates within and outside the facility.

ESSENTIAL FUNCTIONS:

- Enforce and maintain compliance with all federal, state, and local laws and ordinances;
- Field questions, concerns, and complaints from the public;
- Maintain records and policies governing the operation of the facility;
- Make periodic inspections of facility to guard against injury to persons or property and prevent inmate escapes;
- Maintain watch over inmates for illness and injury; obtain medical attention when necessary; ensure medical instructions are followed;
- Prepare and maintain appropriate facility and inmate records and accounts;
- Prepare written reports and correspondence as needed and required;
- Ensure that personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury;
- Assure that facilities, procedures, operations, transportation, care of detainees is done in the safest and most secure manner;
- Oversee inmates and officers during booking and release, visiting hours, change of shifts, transport to court, attorney visits to assure that operations are the safest and most secure;
- Conduct head counts to ensure that each prisoner is present;
- Monitor conduct of prisoners in housing unit, or during work or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence;
- Inspect conditions of locks, window bars, grills, doors, and gates at correctional facilities to ensure security and help prevent escapes;
- Record information, such as prisoner identification, charges, and incidences of inmate disturbance, and keep daily logs of prisoner activities;
- Search prisoners and vehicles and conduct shakedowns of cells for valuables and contraband, such as weapons or drugs;
- Use weapons, handcuffs, and physical force to maintain discipline and order among prisoners;
- Inspect mail for the presence of contraband;
- Guard facility entrances to screen visitors;
- Maintain records of prisoners' identification and charges;
- Process or book convicted individuals into jail and/or detention center;
- Serve meals; issue bedding and clothing; handle needs of inmates;
- Clean and sanitize areas of facility as needed and directed;
- Escort inmates to and from court hearings;

- Escort inmates to and from medical, dental, etc. appointments;
- Assist in transport of inmates between detention and prison facilities;
- Assist inmates with court forms as necessary;
- Read pass-on logs and receive activity briefings from off-going shift personnel,
- Answer phone and take information from public;
- Maintain and repair jail equipment;
- Perform any and all other related duties as required;

SECONDARY FUNCTIONS:

Performs other related duties as required.

SUPERVISORY FUNCTIONS:

- None.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE:

- Knowledge of Kansas statutes as they relate to the care, custody and control of adult inmates;
- Knowledge of facility policy, procedures and responsibilities concerning the operation of the detention facility;
- Knowledge of the operation of the court system, including procedures and security;
- Knowledge of appropriate inmate disciplinary methods;
- Knowledge of appropriate methods to physically restrain combative inmates;
- Knowledge of basic arithmetic;
- Knowledge of correct grammar and spelling;
- Knowledge of basic drug identification and drug symptomatology;
- Knowledge of due process as it applies to inmates;
- Knowledge of bonding procedures.

SKILLS:

- Skill in the care, custody and control of adult inmates in the custody of the Franklin County Adult Detention Center;
- Skilled in verbal and writing communication in the English language;
- Skilled in enforce and maintaining compliance with all related federal, state, and local laws and ordinances;
- Skill in following oral and written instructions;
- Skill in leading, motivating, directing and mentoring others.

ABILITY:

- Ability to recognize changes in inmate behavior;
- Ability to recognize threatening symbols, situations, and language;
- Ability to analyze information and evaluating results to choose the best solution and solve problems;
- Ability to establish and maintain effective working relationships with employees, officials and the public;
- Ability to understand, write and speak English clearly and distinctly; bi-lingual skills a plus;

- Ability to work under pressure, exercising good judgment in a variety of situations;
- Ability to make sound and accurate decisions under stressful conditions;
- Ability to operate computer software and equipment;
- Ability to maintain simple records and make written reports;
- Ability to deal firmly and equitably with inmates;
- Ability to understand and carry out both oral and written directives;
- Ability to meet physical demands worksheet requirements.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

N/A

REQUIRED EDUCATION/OR EXPERIENCE:

- High school diploma or G.E.D.;
- six months to twelve months related experience or training;
- or equivalent combination of education and experience.

PREFERRED EDUCATION/OR EXPERIENCE:

- Associate's degree or equivalent from two-year college or technical school;
- or one year to two years related experience and/or training;
- or equivalent combination of education and experience.

PHYSICAL CONDITIONS:

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 regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear;
- The employee is frequently required to walk;
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, crawl or smell;
- The employee must occasionally lift and/or move up, push or pull up to 25 pounds; push or pull up to 50 pounds without assistance and up to 100 pounds or more with assistance;
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORKING CONDITIONS:

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. While performing the duties of this job --

- The noise level in the work environment is usually moderate, however, it can increase to loud and chaotic;
- The employee may be exposed to dangerous situations.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.