



# McKENZIE COUNTY

## CLASS SPECIFICATION TITLE: Correctional Officer

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS</u></b>
B	2	3	Non-Exempt
<b><u>CLASS SUMMARY:</u></b> This class maintains care and custody of inmates, security, and order on and off the property under general supervision			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Provide all aspects of supervision of inmates to ensure custody, control, and care; including recreation and meal periods.	Daily 40%	B2
2.	Secure all inmate property and follow standard procedures designated for the care of the property.	Daily 30%	A1
3.	Prepare reports; including bookings, releases, fingerprinting, and mug shot photography. Assists in the maintenance of various records and information reporting materials and data bases.	Weekly 20%	A1
4.	Check inmate mail for possible contraband; maintain a periodic patrol to ensure the security and integrity of the facility; monitor and screen inmate visitor traffic; and observe traffic in and around the facility.	Monthly 10%	B2
5.	Addresses complaints from staff, inmates, visitors, etc.	As Required	B2
6.	Performs other duties of a similar nature or level.	As Needed	N/B

**TRAINING AND EXPERIENCE:** (positions in this class typically require):  
A High School Diploma or equivalent.

**LICENSING REQUIREMENTS:** (positions in this class typically require):

- Must be a Certified Correctional Officer within one (1) year of hiring date.

**KNOWLEDGE** (position requirements at entry):  
Knowledge of:

- Applicable Federal, State, and local laws, rules, and regulations
- Working knowledge of human behavior and various social, economic, and cultural backgrounds
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Willingness and desire to learn new and challenging tasks



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### **SKILLS** (position requirements at entry):

Skill in:

- Attending to multiple activities and sources of input simultaneously
- Communicating tactfully and courteously with inmates, the public, and other government agencies
- Thinking quickly, calmly, and clearly in emergency situations
- Compiling, maintaining, processing, and preparing a wide variety of records and reports
- Maintaining confidentiality of sensitive and legally protected information
- Assessing, prioritizing and determining appropriate response levels for law enforcement and related emergency situations

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, lifting, grasping, talking, hearing, seeing, and repetitive motions.

Moderate Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Moderate work involves moving most of the time. Jobs are moderate if walking and standing are required frequently and all other moderate criteria are met.

Incumbents may be subject to travel.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.