

## **Job Description: CORRECTIONS OFFICER**

**CLASS NO.** 1055

**EEOC CATEGORY:** Service Workers

**PAY GROUP:** 211

**FLSA:** Non-exempt

### **SUMMARY OF POSITION:**

Provides corrections services involving the health, safety, and security of inmates and the public in a corrections facility or program, monitors prisoners' medical activities, and maintains necessary records.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Corrections Officer/Shift Supervisor or Jail Administrator.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with departmental employees, other law enforcement agencies and personnel, parole and probation officers, inmates, and the general public.

### **EXAMPLES OF WORK:**

#### Essential Duties\*

Photographs and fingerprints new inmates;

Conducts inspections, shakedowns, and inmate searches;

Prepares arraignment sheets and issues court dates;

Completes, checks, and processes official papers and documents;

Ensures that all inmate information is entered into computer;

Conducts safety inspections and inspections of fire exits and equipment;

Assists medical staff with distributing medications to inmates;

Maintains and updates records on inmates, including personal history and medical records;

Intervenes and resolves crisis situations such as fights and medical emergencies, including physical restraint of inmates;

Conducts head counts of inmates;

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 1055 (Continued)**

Maintains inventory of jail supplies;

Serves or supervises the serving of meals to inmates;

Ensures officers leave arrest reports and tickets;

Supervises work performed by inmates;

Collects fines for offenses committed;

Assists with the personal needs of inmate, such as telephone calls, mail, laundry, visits, bedding, personal hygiene, and commissary;

Receives and deposits money for commissary accounts;

Monitors and assists visitors and maintains visitor lists;

Conducts and supervises recreational programs for inmates, including overseeing religious services;

Assists with warrants;

Serves as Bailiff in Justice of the peace Court when necessary;

Assists dispatch with calls when necessary, including answering Crime Stoppers calls;

Keeps records of incidents and activities during shift;

Books, classifies, transfers, transports, and releases inmates with attention to the health, safety, and security of other officers, inmates, and the public.

Confiscates, inventories, and stores property from new inmates and releases property to outgoing prisoners;

Dresses out inmates and escorts them to their cells; and

Other Important Duties\*

May be assigned to train new officers in procedural aspects of job;

May be assigned to transportation and court security duties;

May assist with warrants and research records for Deputies and/or Detectives; and

Performs such other duties as may be assigned.

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CLASS NO. 1055 (Continued)

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* laws, departmental policies, rules, regulations, instructions, and correctional literature regarding the custody of persons.

*Ability to:* understand and follow oral instructions; write clear and concise reports; maintain complete records as required; establish and maintain effective working relationships with other county employees and officials, inmates, and the general public; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation and one year of corrections experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

Basic certification as a Corrections Officer from the Texas Commission on Law Enforcement Officers Standards and Education at the time of hire or within the first 12 months of employment and appropriate Texas driver's license.

Certification as a Peace Officer by the Texas Commission on Law Enforcement Officers Standards and Education may be preferred for some positions.