

# Part Time Detention Officer



**Department:** Corrections

## GENERAL STATEMENT OF JOB

Under general supervision, performs specialized law enforcement work in the care and security of prisoners in the County Jail. Work involves admitting and booking inmates, ensuring security of inmates and Jail. Employee must exercise considerable tact and firmness in frequent contact with inmates and the general public. Employee must also exercise alertness and independent judgment in dealing with unusual situations. Employee is subject to the usual hazards of jail management work. Reports to the Detention Officer III.

## SPECIFIC DUTIES AND RESPONSIBILITIES

- Makes security rounds and supervises inmates.
- Makes supervision rounds with pipes supervising each inmate two times per hour at irregular times and uploads to Timekeeping Systems Software.
- Escorts inmates to attorney and interview rooms, medical, court, visitation. Escorts pod working inmates to supplies and janitorial closet to fill, empty, and clean mop buckets and rags.
- Supervises pod working inmates and trustees.
- Supervises laundry detail.
- Distributes meals while keeping up with special diets, including medical diets. Takes up trays and trash.
- Responsible for inmate headcounts, maintenance checklists (locks, signs, lights), perimeter security and checklists.
- Responsible for responding to fights, emergency medical situations, and sick calls when presented.
- Distributes medication, making sure medications are taken properly and signed for after checking off on med sheets.
- Responsible for the overall security, safety, and sanitation of the pods and perimeter.
- Rotates inmates out of cells into the dayrooms individually to make sure each inmate gets out one hour a day for three days per week.
- Makes recommendations on cell reassignment based upon issues and observations.
- Enforces inmate rules and regulations, commissary, etc.
- Conducts cell inspections and cell searches routinely and as needed.
- Upon intake, searches, secures, processes, fingerprints, and photographs arrestees and commitments from court and probation. Issues jumpsuit and care package.
- Enters charges into computer and logbook.
- Completes suicide screening forms and medical screening forms for each newly admitted inmate.
- Completes classification and pod/cell assignment.
- Performs other related work as required.

## REQUIRED EDUCATION AND EXPERIENCE

High School Diploma or GED, and 1 or more years of experience as a Detention Officer; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### *Licenses and Certificates:*

- Successful completion of Detention Officer Certification Course within one year of hire
- Valid driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

The following generally describes the knowledge and abilities required to perform the job or which must be learned within a short period of time to successfully perform the assigned duties.

- Considerable knowledge of modern corrections practices and procedures.
- Considerable knowledge of the standard practices, materials, techniques, and equipment used in general corrections work.
- Considerable knowledge of federal, state, and local laws pertaining to corrections work.
- General knowledge of the principles of supervision, organization, and administration.
- Skilled in the use of corrections equipment.
- Ability to supervise and coordinate the work of subordinates and to instruct them in proper work methods and procedures.
- Ability to exercise independent judgment and initiative in executing all assignments without reference to higher authority.
- Ability to use sound judgment to act quickly and effectively in emergency situations.
- Ability to deal tactfully and firmly with the general public.
- Ability to prepare accurate records and reports.
- Ability to express ideas effectively both orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Must be physically able to operate a variety of machinery and equipment including two-way radios, vehicles, nightstick, as well as other tools associated with corrections. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and 25 pounds of force constantly to move objects. Work involves walking, standing for extended periods of time, running, and occasional physical confrontation. Physical demand requirements are in excess of those for Heavy to Medium Work.

- Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates and/or assistants.
- Requires the ability to read a variety of reports, letters, memos, and permits, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to speak before groups of people with poise, voice control, and confidence.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently.
- Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.
- Requires the ability to inspect items for proper length, width, and shape.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using corrections equipment.
- Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.
- Requires the ability to differentiate between colors and shades of color.
- Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.
- Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

**FLSA Status:** Non-Exempt

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The County of Ashe reserves the right to assign or otherwise modify the duties assigned to this classification.

**Equal Opportunity and ADA Employer Statement**

The County of Ashe is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by law. The County complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodations to qualified individuals with disabilities upon request.