

# Clinton County, Pennsylvania

## Position Description

Title: Corrections Officer  
Department: Prison  
Date: April 2001

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### **Purpose of Position**

The purpose of this position is to ensure the care, custody and control of inmates in the Prison. The work is performed under the direction of the Warden.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises all inmate activity at all times; observes inmates on various medical/suicide watches; reviews tapes of housing units; enforces all rules and regulations of the prison. Responds to inmate grievances.
- Conducts a variety of searches of inmates, cells and prison areas; conducts head counts for a variety of activities. Conducts and supervises urine screenings.
- Conducts periodic security checks and inspections to ensure security; conducts security patrols of designated posts; monitors facility grounds via Central Control; conducts outside perimeter checks; maintains key control. Conducts siren and fire system checks; conducts radio check with local communication center.
- Conducts commitments of new inmates; releases inmates for work, community service or Court; escorts and restrains inmates as needed.
- Responds to emergency situations including medical emergencies, fires, fights and escapes. Relieves other posts for breaks.
- Maintains logs of activities, inmates, etc.; prepares and completes a variety of reports and forms; prepares misconduct reports, extraordinary reports, chronological reports; updates charts; logs information to pass on to next shift.
- Distributes medications to inmates. Receives, opens, searches, sorts and distributes mail.
- Removes garbage from housing units; empties garbage into dumpsters from Sally Port; transports bio-hazard bags to and from laundry.
- Conducts inventory of armory, emergency equipment, keys, etc.
- Performs other related functions as assigned or required.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with vocational/technical training in Corrections or a related field with one year of related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires DOC Training certification.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as reports, requests, forms, orders, logs, manuals, codes, handbooks, grievances, lists, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Warden and all department personnel, other County departments, inmates, counselors, interns, medical personnel and the public.

### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as radios, monitoring systems, electronic doors and gates, weapons, restraint equipment and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as restraining inmates.
- Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials and tasks.

**Corrections Officer**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

Clinton County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date