

# *Corrections Officer Job Description:*

Part-time base pay \$10.00 hour with opportunity for advancement to full-time with benefits.

Under general supervision, maintains care and custody of inmates, security, and order on and off the property of the Jackson County Correctional Facility.

## **Examples of Essential Duties:**

Assists in the receiving or discharging of inmates. Assures that inmates are searched, bathed, clothed, and assigned to cells. Confines and releases inmates from cells. Monitors inmate activities. Drives a County vehicle to transport and escort inmates to and from medical facilities and other locations. Supervises inmates on work details.

Patrols, on foot, the internal and external perimeters of the institution, making periodic inspections of conditions. Enforces rules and regulations governing the conduct of visitors. Examines packages to be received by inmates.

Maintains discipline and orderly conduct. Breaks up fights among inmates, restrains disorderly inmates. Uses appropriate self-defense tactics to deflect assault by inmates. Administers CPR and first aid. Investigates and handles emergencies and disorders within the Jackson County Correctional Facility.

Operates radios, telephones, and other communication equipment. Prepares routine reports and records. Keeps inventory of various items. Attends State mandated training to achieve and maintain correctional officer certification.

Perform as Central Control Officer, coordinate and supervise inmate movements and perform counts, ensure prompt as well as apt assistance to all inmates in event of illness, injury and emotional trauma, perform shakedowns for contraband materials as part of of a specialized team or individually.

Promote facility cleanliness as well as report maintenance or repairs requirements.

## **Examples of Other Duties:**

Performs general clerical duties. Assists in training new officers. Performs other related duties as required.

(NOTE: The duties and responsibilities listed above are for the purpose of determining a common set of minimum qualifications for all positions in this class. They may not include all of the essential job functions of each position in the class. Each position may not be required to perform all of the essential job functions listed.)

To Apply: Send or drop off Resume and Application  
Jackson County Correctional Facility  
350 Portsmouth St.  
Jackson, Ohio 45640

Applications available at [www.jacksonso.org/forms](http://www.jacksonso.org/forms) or  
by picking up in the lobby of the Sheriff's Office or at Job and Family Service.