

EMPLOYMENT OPPORTUNITY

Storey County Sheriff's Office

Corrections Officer (Jail)

Applicant Pool

Class Title:	Corrections Officer
Department:	Sheriff's Office
Grade:	117
Step:	1 of 10
Status:	Full-Time regular position
Wages:	\$20.72/hr. (\$43,097.18 at step 1 and full annual wages)
Benefits:	PERS Retirement, and medical, dental, vision, and life in accordance with Storey County benefits package
FLSA Status:	Non-Exempt
Note:	During the period of this posting, the Sheriff's Office is accepting applications for permanent full-time positions from which hiring may or may not occur throughout the year until 01/30/2021.

JOB SUMMARY: Under general supervision, performs security work overseeing and directing the activities of inmates within the Detention Center (Jail) and during transport to other facilities; performs related duties as required. This is a care and custody position, not law enforcement.

DISTINGUISHING CHARACTERISTICS: This is a sworn entry-level classification requiring POST III Certification. This position is for the care and custody of detention facility inmates, not law enforcement.

EXAMPLES OF ESSENTIAL FUNCTIONS: The duties listed below are examples of the work typically performed by an employee in this position. Performance of these Essential Functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Essential Functions may include, but are not limited to, the following:

- Provides security within the Detention Center by providing direct supervision to inmates and overseeing and monitoring their activities within their assigned area.
- Inspects keys and locks for damage and checks windows, bars, doors, gates, fences, walls, fire suppression equipment, and ceilings for damage or possible breach of security in order to maintain safety and security of the institution/facility, inmates, staff, and the public according to established procedures and guidelines.
- Fingerprints, photographs, searches, transports, and safeguards those in custody; processes the admission and/or release of persons in custody including the preparation of booking reports and release forms.
- Makes computer entries regarding bookings, releases, and other inmate activities.
- Writes reports pertaining to occurrences that require action by supervisors, or incident and disciplinary reports detailing incorrect inmate behavior, violation of institutional/facility rules, and regulations.
- Process inmate mail and packages; collects, inspects and distributes mail in accordance with established procedures and guidelines.
- Provides assistance serving meals, distributing medications, and exchanging laundry.

- Performs searches on inmates pursuant to department policy.
- Inspects cells and other areas for contraband.
- Registers visitors and escorts them to and from the visiting area.
- Provides information on inmates to attorneys, doctors, probation officers, family members, and others within prescribed policies.
- Supervises inmates engaged in work details inside and outside the Detention Center.
- Assists in administering blood/alcohol tests to persons arrested for driving under the influence.
- Testifies in the court of law.

QUALIFICATIONS:

Knowledge of

- Storey County Sheriff's Office rules, regulations, policies, and procedures, Detention Center policies and procedures, including use of force and emergency procedures; NRS related to the operation of jails.
- Criminal justice system, computer operation, and criminal information systems; American Corrections Association Standards for adult detention facilities; laws of arrest, and search and seizure; inmate's rights;
- Care, protection, and appropriate usage of law enforcement equipment and weapons.
- Correct usage of English language, grammar, spelling, punctuation, and vocabulary.
- Basic appropriate techniques to diffuse anger or hostility in others.
- Health and safety regulations; basic First-Aid techniques.
- Computer applications related to the position including, but not limited to, Word, Excel, Microsoft Windows, Internet applications, and proficient typing.

Ability to

- Communicate effectively verbally and in writing; read and interpret complex information.
- Defend self and others from combative individuals.
- Qualify with departmental weapons.
- Use office equipment including computers, copiers, surveillance cameras, fax machine, emergency communication radios, and telephones.
- Work on several projects or issues simultaneously and with frequent interruption.
- Give and comprehend verbal and written instructions; perform manual tasks associated with operating the Detention Center.
- Observe and react to situations analytically and objectively.
- Assure the safety and security of Detention Center inmates and the correctional facility. Receive incoming detainees; conduct searches to detect concealed weapons and contraband.
- Escort detainees to and from cells for court appearances, medical treatment, visitation, religious services, conferences, release and other activities.
- React quickly and calmly in emergencies; exercise sound judgment in evaluating situations and in making decisions.
- Understand and work within scope of authority, follow verbal and written instructions, and work independently with little direction.
- Maintain confidentiality.

LICENSING, EDUCATION, & OTHER REQUIREMENTS

- Must be 21 years of age.
- Must possess Nevada POST Category III Certificate or higher within one year of employment, and maintain the certification throughout employment.

- Must pass a thorough background investigation; must be free from any felony convictions; must be free from misdemeanor conviction involving moral turpitude; and must not have an excessive number of citations for traffic violations.
- Must possess and maintain a valid Nevada Driver License.
- Must be a U.S. citizen.
- Must possess a combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and abilities is completion of high school or equivalent education such as a GED.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: The physical requirements described here are representative of those that must be met by an employee to successfully perform the Essential Function of the job.

- **Physical Requirements.** Strength, stamina, and endurance to adjust to changes in shift assignments; strength and stamina to sit and stand for prolonged periods of time; strength, stamina, coordination, and balance to stand and walk for long periods; bend, squat, twist, and reach, and to run in pursuit of other individuals; strength, stamina, and coordination to physically restrain uncooperative and violent individuals; strength to move the weight of an inert or resisting human body, and to carry equipment and supplies that occasionally involve lifting or moving more than 50 pounds; stamina to be able to maintain physical exertion under stress and long periods of inactivity.

Ability to remain alert for extended periods; vision sufficient to read paper and computer monitor forms and documents and identify inmates and other persons by sight; hearing sufficient to hear conversations in person and over the telephone and radios; dexterity sufficient to operate office equipment, computers, electronic equipment, and qualify with departmental weapons; mobility to move freely in Detention Center, in and out of motor vehicles, defend self and others and respond to emergency situations quickly; strength sufficient to subdue combative individuals; endurance sufficient to maintain appropriate level of activity and efficiency throughout entire shift. Ability to deal emotionally with exposure to the consequences of acts of violence perpetrated against others. Requires substantial telephone, radio, and in-person contact that necessitate the ability to hear voice communication and communicate effectively.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

- **Work Environment.** Work setting is primarily in the Detention Center in direct contact with inmates; however, work may involve transporting inmates outside the facility to locations such as medical, dental, and mental health facilities, court, and other detention facilities. Frequently works alone and occasionally in confined spaces. Incumbents are frequently subjected to the stress of dealing with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons. May be personally subjected to the stress of exposure to dangerous persons and circumstances, sick individuals and to individuals with communicable diseases; potential exposure to physical abuse from hostile or disoriented individuals.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

NOTICE TO ALL APPLICANTS

Applications must be received in the Human Resources Office no later than 5:00 p.m., February 14, 2020 for initial hiring and January 30, 2021 for the applicant pool.

Applications are available at:

<http://www.storeycounty.org/jobs.aspx>

OR

Contact Human Resources at 775.847.0968

A full job description is available at:

Human Resources at 775.847.0968

Submit applications to:

Storey County Human Resources

P.O. Box 176

Virginia City, NV 89440

OR

Bring application in-person to:

Storey County Courthouse, 26 South "B" Street, 1st Floor

Virginia City, NV 89440

STOREY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age disability (Not all prohibited bases apply to all programs.) To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider, employer, and lender."

Date(s) of Posting: 01/30/2020 – 01/30/2021