



GOVERNMENT OF

# Monroe County

I N D I A N A

Home of Indiana University

## NOTICE OF JOB OPENING

<b>Department Name:</b>	Monroe County Sheriff's Office / Correctional Center
<b>Position Title:</b>	<b>Correctional Officer</b>
<b>Position Summary:</b>	<p>Supervision of inmates and inmate activity in correctional facility. Provides care and <b>correctional</b> treatment of inmates. Ensures that inmates remain in custody. Transports and escorts inmates within secured areas according to relevant laws, policies, and procedures. This may include exercising physical control of violent and uncooperative inmates; breaking up fights and restraining violent and uncooperative inmates; acceptance and booking of prisoners which includes taking fingerprints and photos, and conducting clothed and unclothed searches; escorting prisoners to and from court; writing reports and testifying in court. Answer inmate questions and concerns to a reasonable degree.</p> <p>Job details include working varying shift assignments with varying days off to accommodate twenty-four hour staffing, seven days a week, including recognized holidays. Working overtime is frequently required.</p> <p>Some assignments may require an officer to carry a firearm which require them to maintain firearm qualification training standards. Some assignments (transports) require motor vehicle operation.</p>
<b>Qualifications:</b>	<p>Must be at least 18 years old and legally reside in the United States.</p> <p>Must have high school diploma or GED equivalent. Must possess a valid Indiana driver's license. Must attend and successfully complete 40 hour Jail Officer course within one year of employment.</p> <p>Must not have any felony convictions. Must not have any domestic violence offense related conviction or domestic violence restraining orders in effect. Must not have any DUI/OWI convictions or driver's license suspensions or revocations within 24 months of application. Must not be a current user of illegal drugs nor have used illegal drugs within one year of application.</p>
<b>Salary:</b>	<p>Part Time: \$19.59 per hour starting pay Full Time: \$19.59 per hour starting pay with yearly raises, benefits and INPRS retirement</p>
<b>Deadline for Application:</b>	<p>Applications can be picked up at the Monroe County Sheriff's Office located at 301 N College Avenue, Bloomington, IN 47404 or online at <a href="http://www.monroecountysheriffsoffice.us">www.monroecountysheriffsoffice.us</a></p>
<b>Submit Resume and References to:</b>	<p>Monroe County Sheriff's Office 301 N. College Avenue Bloomington, IN 47404</p>

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.