

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:  
**SHERIFF'S DEPARTMENT**  
***Correction Officer (Part-Time)***  
**\$28,479 – \$32,975**

**LAST DAY FOR FILING: February 7, 2012**

**DATED: January 25, 2012**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a County Correctional Facility. The duties involve considerable inmate contact and supervision in a work, recreation and learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell tier
- Locks and unlocks cells and access doors using mechanical and electrical devices
- Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or a life threatening situation and reports these to supervisor either verbally or in writing
- Checks cell and corridor areas for faulty bars, gates, etc. and makes routine fire and safety checks
- Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary
- Issue clothing and bedding and instructs inmates in its proper care
- Books inmates by preparing appropriate records and taking fingerprints and photo identification
- Inventories and records inmates clothing and property
- Escorts visitors and observes inmate visitations
- Dispenses a variety of prescription and non-prescription medications
- Searches cells, frisks inmates and confiscates contraband
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates
- Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards
- Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios
- Listens to inmate problems, informs them of rules and regulations, and where they cannot be resolved, makes referrals to appropriate staff
- May use chemical agents, weapons, or restraining device and protection equipment in case of fights or other disturbances
- Prepares a variety of records and reports related to the care of inmates and security of the facility
- May on occasion operate a variety of office equipment during the processing of inmates or report preparation

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of the rules, regulations and requirements of the correction law governing the supervision and treatment of inmates, safety and security of the facility and department employees; good knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of search and frisk methods; working knowledge of the use of defensive and restraining physical techniques; working knowledge of human behavior in relation to correction facility inmates; working knowledge of first aid procedures; ability to observe, interpret and report inmate activity; ability to verbally communicate rules and regulations of the facility to inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations; ability to reason clearly; ability to remember facts and information; ability to read and interpret written materials; sound judgment; good powers of observation; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation of High School or possession of a High School equivalency diploma  
**SPECIAL REQUIREMENTS:** Possession of appropriate level New York State Driver's License at the time of appointment. Completion of New York State Commission of Corrections training prior to completion of the probationary period.

Women, minorities and other protected classes are encouraged to apply.

Otsego County  
Approved 10/01/93  
Classification: Competitive

Applications available at the Otsego County Personnel/Human Resources Office, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)