*Chairman*
*Collin Daly*

*Administrator*
*Ellen Morell*

# *Limestone County Commission*

*Commissioners:*
*Daryl Sammet*
*Danny Barksdale*
*Jason Black*
*LaDon Townsend*

**THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:**

## CORRECTIONS OFFICER

**Alabama Career Center**
**2535 Sparkman Dr. NW**
**Huntsville, AL**
**Phone: (256) 851-0537**
**Or**
**Limestone County Commission**
**310 W. Washington St.**
**Athens, AL**
**Phone: 256-233-6400**

**MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.**

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND RESPONSIBILITIES.**

**SALARY $17.90 PER HOUR**

**APPLICATION WILL BE ACCEPTED THROUGH FRIDAY, MARCH 18, 2022.**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)

*310 West Washington Street • Athens, Alabama 35611 • Phone (256) 233-6400 • Fax (256) 233-6403*
*www.limestonecounty-al.gov*

# Corrections Officer

SD/13

Sheriff's Department

## JOB SUMMARY

This position is responsible for the safety and security of inmates, staff, and visitors at the Limestone County Jail.

## MAJOR DUTIES

- Makes rounds of the jail to maintain security; checks locks, fences, alarms, and other security devices; monitors and searches inmates for contraband and security violations.
- Performs count procedures for inmate accountability.
- Operates control room; monitors security cameras; locks and unlocks doors.
- Prepares required logs and reports.
- Serves inmate meals and administers medications.
- Oversees inmate visitations.
- Supervises inmate recreation activities.
- Monitors inmate medical condition and movement.
- Distributes inmate mail, canteen orders, uniforms, towels, sheets, etc.
- Screens and escorts professional visitors into the facility and arranges meetings with clients; inspects property delivered to inmates; inspects rooms for contraband following visits; answers questions in regard to inmates.
- Repairs and/or reports maintenance issues.
- Supervises inmates during meals, personal hygiene, and related activities for compliance with institutional rules, regulations, and procedures.
- Escorts and transports inmates as required.
- Ensures the care and maintenance of inmate quarters.

- Searches inmates upon arrival; documents inmate property; issues inmate uniforms; fingerprints and photographs inmates.
- Transports inmates to and from court, medical appointments, and other appointments.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of inmate supervision and discipline principles.
- Knowledge of departmental and county policies and procedures and federal, state and local laws and regulations.
- Knowledge of building security principles.
- Skill in planning, organization, and decision making.
- Skill in maintaining records and preparing reports.
- Skill in monitoring and observing inmate behavior.
- Skill in solving problems.
- Skill in supervising the activities of a large group of inmates.
- Skill in oral and written communication.
- Skill in maintaining order in a detention center.

## SUPERVISORY CONTROLS

The Sergeant – Jail assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include federal and state laws, inmate protocols, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related detention officer duties. The unique needs associated with each inmate contribute to the complexity of the position.
- The purpose of this position is to participate in assigned jail functions. Successful performance helps ensure the safety and security of staff, inmates, visitors, and the general public.

## CONTACTS

- Contacts are typically with coworkers, inmates, family members, visitors, and members of the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and occasionally heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed a detention center. The employee may be exposed to noise, dirt, grease, contagious or infectious diseases, irritating chemicals, and potentially life-threatening situations. Work requires the use of specialized equipment.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Possession of OC Spray, Body Scanner, Draeger, Taser, CPR, First, Aid, and Basic Jail Operations certifications.