

POSITION VACANCY

POSTING DATE:
August 20, 2009

CLOSING DATE:
September 3, 2009

JOB TITLE: Correctional Officer
LOCATION: Clarion County Corrections
TYPE OF POSITION: Level 3, On-call, as needed
SALARY: As per contract
JOB DESCRIPTION: See attached
ELIGIBILITY REQUIREMENTS: High school diploma or equivalent

TO APPLY: A county application form must be submitted to:

Department of Human Resources
Courthouse - Basement
421 Main Street
Clarion, PA 16214

A resume is not considered a complete application!

APPLICATION DEADLINE IS: September 3, 2009 by 4:30 p.m.

TO OBTAIN A COUNTY APPLICATION VISIT US AT www.co.clarion.pa.us

FOR FURTHER INFORMATION:

Contact Jolene Hartle at (814) 226-4000, Ext. 2707,
or e-mail jhartle@co.clarion.pa.us

CLARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

PRISON CORRECTIONAL OFFICER

OVERALL OBJECTIVE

This is security work supervising inmates at the County Prison. Work involves maintaining rules and regulations, escorting prisoners and completing reports and other documentation. Work is performed under supervision.

FLSA status: non-exempt.

RESPONSIBILITIES

Books new prisoners; processes prisoners out at completion of their term; enforces prison rules and regulations.

Brings prisoners food, medication and mail; provides first aid.

Inspects cell block on a random basis.

Escorts prisoners during emergency medical transports.

Prepares and maintains reports pursuant to local, county, state, and federal rules, regulations and laws; conducts record checks.

Searches for contraband.

Counsels prisoners to help them resolve problems and adjust.

Supervises inmates assigned work duties.

Locks and unlocks doors.

Answers telephones, files and types reports.

Performs related work as required.

Any and all other duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to learn procedures used in controlling, assisting and supervising prisoners.

Ability to learn prison operations rapidly.

Ability to remain alert at all times and to act quickly and calmly in emergencies.

Ability and willingness to complete required instruction and learn correctional, legal and other duties related to prison work.

Ability to operate basic correctional equipment.

Ability to follow oral or written instructions.

Ability to keep simple records and make necessary reports.

Ability to deal effectively with people of different backgrounds.

Capability to perform all job activities with reasonable accommodations.

MINIMUM EDUCATION AND EXPERIENCE

Education equivalent to completion of the twelfth grade.

OTHER REQUIREMENTS

Certification in CPR and first aid prior to or within six months of hire.

Criminal history check and physical exam will be required prior to hire.

Will be subject to random drug testing.

Attend all mandatory training

April 2001