

**CITY OF NORTH OLMSTED
PART TIME CORRECTIONS OFFICER**

The City of North Olmsted Police Department is seeking a Part Time Corrections Officer. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
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EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Under general direction, responsible for care, custody, and control of persons who have been arrested and/or are awaiting trial or who have been convicted of an offense and have been sentenced to serve time in the City of North Olmsted Jail.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED); must meet any legally established age limitations and must receive a passing grade on the entrance examination; must be able to qualify for and remain insurable under the City's vehicle insurance policy; must successfully complete all medical, physical, agility, and/or psychological examinations administered by the City; must successfully pass criminal background check/tests.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a State of Ohio driver's license; must complete twenty-four (24) annual training hours as required by Ohio Department of Rehabilitation and Correction (or state law); other certifications or licensure requirements as determined by the Chief of Police and Safety Director.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Corrections Transportation vehicle, computer, telephone, camera, video camera, copier, printer, fax machine, scanner, or other office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of:

1. (1910.1030) Human blood and other body fluids.
2. May be exposed to dangerous or violent individuals.

3. Has exposure to life threatening situations.
4. Will have exposure to criminal behavior such as theft, murder, rape, and child pornography, and the people who are charged and convicted of those behaviors.
5. Will be exposed to insulting behavior from prisoners, which cannot be prevented.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS: JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Supervises the activities of city jail inmates (e.g., work details; monitors prisoner visitations; checks visitor identification; ensures only authorized persons enter or leave facility; monitors and logs prisoner phone calls; escorts inmates through jail as required; monitors inmate behavior; etc.).
2. Conducts prisoner intake/booking (e.g., performs search of prisoner and property prior to entry into detention area; confiscates contraband and weapons; catalogs prisoner personal property; records and documents pertinent and required information regarding prisoners; takes digital fingerprints and submits to Ohio Bureau of Criminal Investigation; photographs inmates; explains jail rules to inmates).
3. Prepares prisoners for transport and, transports prisoners to and from jail for court appearances, medical appointments, etc. (e.g., searches inmates; applies appropriate restraining devices; ensures all necessary materials are in order and transported with prisoner; etc.).
4. Conducts prisoner release and/or transfers (e.g., ensures personal property released to prisoner or receiving officers; ensures prisoner advised of any future court appearances; provides prisoner all paperwork, bond receipt, citations, etc.; accurately documents transfer of prisoner to outside agencies).
5. Monitors inventory of jail supplies and perishable goods (food) and stocks supplies/goods; orders supplies and goods as directed by Police Captain; ensures safety and sanitation of facility (e.g., ensures prisoners receive showers as required; ensures cleanliness of cells, hallways, ingress, egress and common areas; ensures availability of clean jail linen).
6. Records and documents jail activities and incidents; maintains logs and records; prepares incident reports; prepares and maintains files (e.g., maintains court related files; orders of fines and costs; commissary request forms; inmate grievance forms; etc.).
7. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.

8. Demonstrates regular and predictable attendance.
9. Maintains required licensures and certifications; attends required training.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: city, department, and division goals and objectives;* city, department, and division policies and procedures;* state and federal jail/corrections standards/regulations; corrections facility security practices, procedures and equipment; first aid; self-defense techniques;

Skill in: computer operation; use of modern office equipment; motor vehicle operation;

Ability to: deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate actions; exercise sound judgment during stressful situations; understand, interpret, and apply laws, rules, or regulations to specific situations; add subtract, multiply and divide whole numbers; prepare accurate documentation; communicate effectively; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; subdue and/or restrain adults and juvenile prisoners; travel to and gain access to work site maintain physical ability and fitness standards; interview and interrogate suspects; provide effective and truthful testimony in court.

Salary Range

\$18.00 per hour - \$20.81 per hour