



JOB DESCRIPTION

JOB TITLE: **Correctional Officer**

SUPERVISOR: **Jail Sergeant**

Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are NOT intended to reflect all duties performed within the job.

Definition

The Correctional Officer maintains several recurring reports and forms such as logging calls, medical records, visitor's log, jail checks, etc. Decisions are made which require mature judgement and interpretation. The Correctional Officer provides continuous services to the public which requires the exercise of tact and diplomacy. The Correctional Officer is responsible for the actions and performances of the trustees.

Examples of Responsibilities

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Ensures the safety and smooth operation of the jail by: placing prisoners in their cells; transporting prisoners to and from court; feeding prisoners; booking of prisoners, and searching prisoners.
- Oversees the work of the trustees and ensures their security, whether working inside or outside the facility.
- Insures that the office and cells of the Wharton County Sheriff's Office are kept in a clean and orderly fashion.
- Assists friends and family of inmates in visits to the jail.
- Maintains jail check records and various reports. Timely cell checks per Office policy.
- Processes incoming and outgoing inmates.
- Transports prisoners to and from court, juvenile facilities, doctor's appointments, as necessary.
- Performs other job related duties as required.

Working Conditions

Works in a variety of situations, including the main control office of the jail. Hazards exists which could result in serious injury or death. Assigned schedule consists of a minimum of 84 hours per pay period and subject to call out 24 hours per day.

Physical/Mental Demands

Must be able to obtain the Basic Jailers Certification within one year from date of employment. Requires the agility and physical strength to subdue unruly prisoners when necessary; physical endurance to work long hours under adverse conditions, mental and emotional stability under trying conditions. Must maintain state mandated continuing education courses.