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**Job description**

**Job Summary:** As a Correctional Officer you will oversee the security, control and conduct of inmates during your work shift at the correctional center to ensure the Walsh County Correctional Facility is operating in a peaceful manner.

Correctional Officers are the font line staff for the Walsh County Correctional Facility and are responsible for the safety and security of the facility, staff, and inmates. You will be expected to follow the policies and procedures of the facility to include holding inmates accountable to established rules and regulations

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**Essential Job Duties:**

· Basic operation of the jail facility:

o Admit and release prisoners, to include searching inmates and property and making inventory of the personal property of the prisoners. Book and discharge inmates, issue clothing and supplies to new inmates. Classify incoming inmates and place them in proper cells. Ensure that inmates are checked on a routine and regular basis. Must maintain ability to complete all duties of a Correctional Officer.

· Records management:

o Fingerprint and photograph inmates and type fingerprint cards. Complete all booking records during intake and release. Send paperwork to District Clerk of Court as required.

· Safety, well-being and security:

o Assist in jail safety and security procedures, including the control of weapons, contraband, keys tools, all doors, and other related safety and security precautions. Promote acceptable attitudes and behaviors of inmate to assist them in adjusting to a confinement setting. Deliver meals and assist in meal preparation. Disperse medication to prisoners as directed by medical professionals. Assist in the cleaning of the jail areas. Ensure that cells, facilities, and grounds are kept sanitary.

· Any other duties as assigned:

o Attend training sessions and meeting as required. Assure mandatory training hours are met to keep certification. Follow procedures and protocols during emergency situations such as an escape, fire, tornado, or other threat, mass bookings, cell searches, etc.

**Job Qualifications, Experience, and Education:**

· Must have high school diploma, GED or equivalent

· Must complete basic Correctional Officer I training within 1 year of hire.

· Must complete CMT II certification after hire.

· Must possess the ability to work with fellow officers and personnel of other law enforcement agencies that work out of the Walsh County Law Enforcement Center.

**Working Conditions/Physical and Mental Demands:**

· Must possess the ability to perform duties effectively under stressful conditions, ability to make decisions quickly and accurately with tact and impartiality.

· Physical environment in which one must maintain control of aggressive inmates and utilize all use of force options.

· Inside work with limited exposure to outside elements.

· Potential exposure to blood-borne pathogens, noxious fumes and combative inmates.

· Moderate use of PC keyboard, monitor, and standard office equipment (copier, fax, calculator, etc.) as well as monitoring multiple cameras and utilizing Jail software programs.

Job Type: Full-time

Salary: $44,268.00 per year

Benefits:

* Dental insurance
* Employee assistance program
* Flexible spending account
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Retirement plan
* Vision insurance

Schedule:

* 12-hour shift
* Day & Night shift

Supplemental pay types:

* Signing bonus

Education:

* High school or equivalent (Preferred)