

**FULL-TIME, PART-TIME & ON-CALL
EMPLOYMENT OPPORTUNITIES
CORRECTIONAL / TRANSPORT OFFICERS**

The Jackson County Sheriff's Office is seeking motivated individuals to join our team!

We are seeking to fill full-time, part-time and on-call Correctional Officers to staff our new facility in Maquoketa.

Starting wage is \$21.41 per hour, increasing to \$22.61 after six months and to \$23.80 after one year.

This is a pivotal role providing for the security, care and direct supervision of inmates during all phases of activity in a correctional facility, as well as transport activities.

Must possess a valid Iowa driver's license and be insurable under county policy.

Jackson County offers an excellent benefit package, flexible time off and retirement under the Iowa Public Employees Retirement System.

If you enjoy working for your community, [click here](#) to apply today!

Initial applications will be accepted through October 5th; positions will remain open until filled and positions may be filled as soon as qualified candidates are identified.

For questions about the positions contact
Andrew Long, Jail Administrator at along@jacksoncounty.iowa.gov

For assistance with the online application, contact
Becki Chapin, Director of Human Resources
563-652-1710, bchapin@jacksoncounty.iowa.gov

Jackson County is an Equal Opportunity Employer

CORRECTIONS / TRANSPORT OFFICER
Position Description

Department: Jail

Date: 11/2021

Reports To: Jail Administrator

FLSA Status: Non-Exempt

Supervision Duties: None

POSITION SUMMARY

Under general supervision, the Corrections Officer ensures the safety, security and orderly operation of the inmates and daily routines of the Jackson County Jail. Transports inmates and subjects under mental health committals, substance abuse committals, or other court orders.

This position REQUIRES evening, night, weekend, and holiday working hours. If emergency, transport, or matron hours are needed you may receive little or no prior notification prior to call in.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, skills, and abilities. Incumbents must be able to demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation and possess the necessary physical requirements with or without accommodation, to safely perform the essential functions of the job.

This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

According to established policy, state, and federal regulation this position:

Monitors inmate activities utilizing direct supervision or electronic monitoring techniques ensuring compliance with established policies and procedures; ensures safety and security within the jail including inspecting and searching of inmates and cells as needed.

Processes all aspects of intake, booking and release of inmates; regulates visitation and exercise privileges; provides care to inmates, arranges for the provision of medical care when necessary; administers medication in accordance with doctors' orders; prepares and distributes meals to inmates; launders towels, bedding and clothing. Cleaning of the jail is required of staff.

Documents inmate daily activities and any incidents that occur; documents medication dispensed and care given; prepares and collects bond paperwork and money, reviews court paperwork, checks for and reviews out of county and out of state warrants; inventories personal property. Completes and maintains detailed and accurate records, forms and reports as required.

Transports inmates and subjects under court-ordered commitment or placement to court, other correctional facilities, doctor, hospital, and dentist appointments.

Responds and diffuses emergency and dangerous situations.

Serve civil papers as needed or directed.

Knowledge, Skills, and Abilities:

Individuals must be of good moral character and possess the following knowledge, skills, and abilities:

Knowledge of:

- Applicable local, State and Federal laws, codes, regulations, statutes, and ordinances
- Work safety policies, procedures and practices including OSHA regulations
- Jail policies, operations, and standards
- Proper use of force and defensive tactics
- Conflict management and de-escalation techniques
- The rights of inmates according to state and federal law
- The "Right to Know Law" regarding hazardous chemicals

Skill in:

- Diffusing emergency and dangerous situations
- Critical thinking in emergency situations
- Maintaining composure in stressful situations
- Establishing and maintaining cooperative working relationships

Ability to:

- Operate LiveScan equipment (electronic and manual fingerprints and photographs)
- Use force, when appropriate and necessary for the safety of self or others, to protect property, to prevent escape, and to maintain order and security of jail
- Determine when use force is appropriate, and appropriate level of force based upon legislation and the Jackson County Sheriff's Office Jail Policies and Procedures Manuals
- Follow instructions, both verbal and written; effectively communicate in written and oral form
- Read and write proficiently in the English language
- Read and understand the Jackson County Sheriff's Office Jail Policies and Procedures Manuals
- Prepare accurate, clear, and concise reports and forms
- Operate general office equipment such as computer, photocopier, and telephone
- Cook and launder, operating kitchen, and laundry equipment
- Keep entire jail clean at all times
- Interact tactfully, respectfully, and professionally with the public, inmate, county staff and outside agencies

Physical Demands and Working Environment:

- Work is performed in County jail facilities and requires exposure to infections diseases and potential physical harm from combative, mentally unstable, persons under the influence of drugs or alcohol and/or violent inmates
- Job duties require an employee to meet the physical requirements of the work, which includes the performance of strenuous tasks requiring muscular strength and coordination and cardiovascular endurance
- Must have the ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, count, read, speak, lift, and carry 50 lbs. and over
- May be required to apply physical force and defensive tactics to prevent or de-escalate dangerous altercations and restrain assaultive persons
- Follow verbal and written instructions, have clarity of speech and hearing which permits effective communication
- Have sufficient vision which permits moderate production and review of a wide variety of materials both in electronic and hardcopy forms
- Have sufficient manual dexterity to make handwritten notations and which permits moderate to heavy use of handwriting and a keyboard
- Incumbent mainly works indoors; limited exposure to varied outdoor weather conditions may occur.

MINIMUM QUALIFICATIONS:

Materials and Equipment:

Education, Training, and Experience:

High School diploma or GED equivalent. Must be at least eighteen years of age and be able to successfully pass the department's background investigation and physical requirements. Must possess a valid Iowa driver's license and maintain insurability under County policies.

Licenses and Certifications:

Must possess or have the ability to become licensed and/or certified in:

- Completion of a jail academy as approved by the Iowa Law Enforcement Academy
- State of Iowa-approved medication management and administration training/certification
- CPR
- First Aide
- Conducted Electrical Weapons (CEW) certification
- Oleoresin Capsicum Spray (OC) certification

Supplemental Information:

Requires flexible schedule to include days, evenings, nights, and rotating schedules.

PROBATIONARY PERIOD:

This position has a nine (9) month probationary period.

Position Description Acknowledgement

Position descriptions are an overview of the duties, responsibilities, requirements, and essential functions of the position. Responsibilities may change according to the needs of the position and/or department without specifically being included in this current position description; employees may be required to perform other job-related assignments as requested.

All job requirements in this position description provided indicate the minimum level of job knowledge, skills, and/or abilities deemed necessary to perform the job competently.

I have reviewed this position description and I understand the required job duties and responsibilities, I can perform the essential functions as outlined.

Employee Signature

Date

Employee Name

Reviewed with employee by:

Signature

Date

County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.