

OFFICE OF THE SHERIFF
Pend Oreille County, Washington

POSITION DESCRIPTION

CLASS TITLE: Female Corrections Officer (Jailer)
SERIES: Corrections
DATE: January 1, 2013
SUPERVISOR: Corrections Sergeant

This Female Corrections Officer position is necessary due to the jail's increasing female population to help ensure that female inmates, when necessary, can be fully searched to ensure that they are not bringing contraband, including drugs, into the jail.

DUTIES: The Female Corrections Officer is a "Correctional employee" as defined under RCW 9.94.050, and as such has the powers and duties of a peace officer while acting in the supervision and transportation of prisoners, and in the apprehension of prisoners who have escaped. The Female Corrections Officer is subject to the direct supervision of the Corrections Sergeant, and is responsible for the security of the correction facility and the safety of staff and prisoners.

The Female Corrections Officer is responsible for booking, searching and releasing prisoners; conducting security checks and maintaining security in all areas of the correction facility; writing required reports/documentation of activity; supervise meal service, visitation, recreation and work activities of inmate workers; answer telephones; take informal action to correct inmate behavior as appropriate; monitor jail access.

Comply with all applicable laws and ordinances of the County, State and the United States, and Sheriff's Office Rules, Regulations and Procedures. May be required to use physical force to restrain/control violent or uncooperative inmates, and be able to defend against attack by an inmate. Required to escort prisoners to court appearances and exercise good judgment in court room security.

Shall be assigned other individual duties that may include, but not limited to: food ordering, computerized data entry, commissary, fire/safety inspections, Electronic Home Monitoring. Performs such other duties as may be required.

ESSENTIAL JOB FUNCTIONS: These essential functions are based upon universal management rights and expectation of all employees to:

1. Maintain regular and predictable attendance.
2. Give a full day's work for a full day's pay.
3. Comply in letter and spirit with the Mission, Oath of Office, Ethical Values, directives, policies, procedures, customs and practices.
4. Be mentally and physically fit and prepared for work.
5. Learn the job; stay updated and current on case law, threats, trends, and changes in the law enforcement profession.
6. Adjust to change in a positive manner.
7. Respond in a professional and positive manner to management's directives.
8. Use work time to be productive in an efficient, effective and safe manner.
9. Maintain the trust, faith and confidence of the Sheriff and be loyal to the lawful

- interests and needs of the organization.
10. Maintain a harmonious work relationship with other personnel, agencies, and community partners.

MINIMUM QUALIFICATIONS: The position of Female Corrections Officer is a non-sworn, classified civil service position as defined under RCW 41.14.070. This is an entry level position with the Pend Oreille County Sheriff's Office.

Applicants for this position must be female and meet all of the "General minimum Qualifications" listed in the Pend Oreille County Civil Service Classification Plan. Vision must be 20/100 corrected to 20/20 with no color blindness. Must possess and maintain a valid vehicle operator's license.

Must be certified by the State of Washington as a Correction Officer and meet the standards of training and fitness set forth by the State of Washington within fifteen (15) months from date of hire.

WORKING CONDITIONS: Work is performed in an office and jail environment, in a potentially hazardous environment which may include working in close proximity to confrontational and violent persons, exposure to blood-borne pathogens and/or disease causing organisms, or forcibly restraining uncooperative and/or resisting individuals. Assignments may be occasionally performed outside under adverse weather conditions. Work may occasionally require strenuous physical effort and physical agility and the ability to lift up to 50 pounds. Employee is subject to shift work and working on weekends and holidays.