

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Correctional Officer
DEPARTMENT: Garrett County Sheriff's Department
DIVISION: County Detention Center
REPORTS TO: Detention Center Administrator
FLSA STATUS: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be provided to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were written out in this job description.

JOB SUMMARY:

Maintain safety and security of all incarcerated individuals in the Garrett County Detention Center.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Provide for the appropriate and efficient operations of the Garrett County Detention Center
- Provide for a safe and secure facility through routine cell checks, head counts and searches
- Conduct booking, fingerprinting, classification and release of incoming and outgoing incarcerated individuals
- Complete and document internal inspections within the facility in compliance with the Maryland Commission on Correctional Standards
- Conduct investigations on incidents involving incarcerated individuals and documenting through incident reports
- Oversee incarcerated workers who are assigned to the work incentive program
- Respond to facility emergencies
- Provide secure transportation of incarcerated individuals to courts, doctors' appointments, etc.
- Supervise and provide security for all in-house programs, monitor phones, security cameras and visitation equipment in the facility
- Supervise the dispensing of medications by medical staff to prevent diversion
- Dispense commissary to incarcerated individuals
- Other duties as assigned by Supervisors and/or Jail Administrator

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience:

- High school diploma or equivalent
- Successful completion of recognized Correctional Academy.
- Sufficient education to learn and perform the above cited job functions with a six-month probationary period.
- On-the-job training for computer programs.

- Extensive on-the-job training in Correctional Officer skills.

Knowledge, Skills, and Abilities:

- Working knowledge and ability to operate computers
- Ability to exhibit reading, writing and typing skills
- Must be able to communicate well with the public and other Garrett County Sheriff's Department employees and must be skillful in written communications with the English language.
- General math ability
- Ability to file and retrieve records and communicate and deal with the public in a professional manner
- Must be able to handle stressful situations
- Must be able to make reasonable and sound judgments during emergency conditions and must be able to manage emergency resources beyond routine expectations.
- Must be able to handle multiple duties at one time
- Must be able to speak clearly

Certificates and Licenses:

- Valid driver's license
- Maryland Correctional Training Commission Certification
- Certified First Responder
- National Crime Information Center (NCIC) certified computer operator

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be in good general physical condition and be able to successfully perform the essential functions of this job
- Must have the ability to perform under stressful situations and work extended hours as needed
- Must be able to sit and/or stand for extended periods

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Shift work, 24 hours a day, 7 days a week, 365 days a year. Highly stressful. Requires split second decision-making. Sometimes, they must deal with mentally imbalanced individuals and those impaired by alcohol and/or illegal substances. Risk of contracting infectious disease is high.