

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** CORRECTION OFFICER

**TITLE ABBREVIATION:** CORR OFF **TITLE NO.:** 6284

**JURIS.CL:** C **SALARY CODE:** 04 **EEO CODE:** PS **FLSA CODE:** NE

**DEPARTMENT:** SHERIFF'S OFFICE **DIVISION:** CORRECTIONS

**SUPERVISOR'S TITLE:** CORRECTIONS/SERGEANT, LIEUTENANT, CAPTAIN

**DISTINGUISHING FEATURES OF THE CLASS:** Under the direct supervision of a higher ranking officer, incumbents in this class are responsible, on assigned shifts, for the care, custody and control of the male or female residents of the Orange County Jail. Work is carried out in accordance with established procedures and may, at times, require strenuous physical exertion in dealing with uncooperative inmates. Working at their assigned and various posts correction officers are expected to participate in a team effort with various Mental Health staff to help the individual inmate. Correction Officers are required to work various shifts and/or weekends and be available for special assignments on a twenty-four (24) hour basis. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Maintains security at assigned posts throughout the Correctional Facility: makes timely rounds of assigned housing units, punching clock and observing presence of inmates and physical condition of interiors; checks regularly to ensure that normal conditions prevail; takes count and verifies inmate population status;
2. Enforces order and discipline, and maintains constant observation to prevent acts that could be harmful to either inmate(s) or employees;
3. Supervises, observes and escorts inmates in daily activities, work details, or wherever an inmate is requested or directed to be;
4. Conducts checks of inmates and inmate areas for contraband or unauthorized items and materials as ordered;
5. Supervises the orderly dispensation of prescribed medications to inmates by health care staff;
6. Supervises inmates during recreation, visiting, religious services, and/or other program activities as ordered;
7. Arranges sick call and assists medical staff during sick call and emergencies;
8. Monitors inmate movement/behavior via security surveillance equipment;
9. Documents and submits reports of any unusual or otherwise reportable activity of inmates or corrections staff;

10. May transport inmates to and from clinics, hospitals, courts and other destinations away from the Facility as ordered;
11. Supervises various work assignments of inmates;
12. Accepts and records bail monies and/or fines. Maintains monetary activity in inmate accounting ledgers as prescribed by assignment and Facility Policy and Procedure;
13. Receives, searches inmates upon arrival and processes discharges upon completion of sentence, or as courts direct, assigns inmates to housing units, and ensures medical attention if indicated;
14. Participates in inmate information management and sentence computation as assigned;
15. Communicates with Police, District Attorney, Legal Aid, Probation Officer, Parole Officers, Military, Courts, in regard to bails, fines and the holding of inmates for these departments and general information as prescribed by Facility Policy and Procedure;
16. Performs all related jobs, tasks, and assignments as ordered by the Sheriff, Corrections Administrator and other corrections supervisory or management personnel.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Ability to deal effectively with maladjusted and violent people; ability to maintain the discipline and order of inmates and elicit their respect and cooperation on a day-to-day basis; ability to understand and carry out oral and written instructions; ability to process information and execute tasks as directed and in accordance with facility policies, procedures and other written protocols; ability to communicate effectively in verbal and written form with inmates, staff, professional entities and the public at large; mental alertness; good powers of observation and memory; excellent moral character and habits; good judgment; reliability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Completion of sixty (60) college credits OR;
- (B) Completion of thirty (30) college credits and one (1) year of paid work experience in any field including active duty service in the armed forces\* of the United States; OR;
- (C) Graduation from high school or possession of a high school equivalency diploma and two (2) years of paid work experience as outlined in (B) above; OR;
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

\*Any service branch of the United States Armed Forces. If not currently active, must provide proof of honorable discharge.

**Note:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Note: Part-time experience will be pro-rated.

Candidates must also meet the following requirements:

**RESIDENCY:** Appointees must become residents of Orange County or a resident of a county within the State of New York contiguous to the County of Orange within six (6) months after appointment.

**AGE:** Appointees must be not less than 20 years of age at the time of appointment.

**PHYSICAL AND MEDICAL:** Candidates must meet physical, psychological and medical standards as established by the County of Orange.

**SPECIAL REQUIREMENTS:** Must possess and maintain a valid driver's license. United States citizenship is a requirement to participate in the examination.

**SPECIAL NOTE:** All applicants are subject to satisfactory completion of an inclusive background investigation. Such investigation requires that all prospective candidates for employment be fingerprinted at own cost. Conviction of a felony will bar employment. Conviction of a misdemeanor(s) and/or other offense(s) will be reviewed on a case by case basis and may bar an applicant from examination and/or appointment.

Successful candidates must be eligible for and have the ability to qualify as a peace officer.

REVISED: 09/11/23