

GENESEE COUNTY

CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Performs all routine duties involving the operation of the County Jail, working under the general supervision of the Jail Superintendent, or other designee of the Sheriff. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Performs processing functions, relative to the receiving and discharge of detainees;
Guards prisoners in the County Jail;
Processes ID cards and fingerprint cards;
Inspects quarters for contraband;
Maintains order and security during assigned shift;
Distributes mail, magazines, food trays, personal articles, etc.;
Assists in the transport of detainees;
Makes oral and written reports.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of institutional security procedures and regulations; working knowledge of first aid methods; working knowledge of the use of a alpha numeric keyboard; ability to respond to unusual situations quickly and with good judgment; ability to operate a police radio; ability to operate a variety of firearms and less than lethal weapons; ability to be fair and firm with inmates and the general public; ability to make clear and accurate written reports; ability to carry out complex oral and written instructions, as directed; good powers of observation and memory; excellent moral character; reliability.

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.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear, and to use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee may be required to run, kneel, crawl, crouch, climb and balance.

The employee must occasionally lift and/or move up to 50 pounds, and must be able to detain and or restrain an adult using bodily force.

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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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.

The employee normally works indoors and may occasionally be exposed to outdoor weather conditions. The employee may be exposed to blood borne pathogens.

The noise level in the work environment is moderately noisy to loud.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or an equivalency diploma recognized by the NYS Department of Education.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Driver's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.
2. Successful completion of a background investigation, medical examination and/or psychological test will be required prior to appointment.
3. At the time of appointment, candidate must be at least 18 years of age.

Competitive Class

Adopted 11/12/85

Revised 2/10/92

9/27/93

5/6/99

5/31/02

11/10/17

9/7/22

4/13/23

5/15/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.