

POSITION DESCRIPTION  
**SENECA COUNTY SHERIFF'S OFFICE**

An Equal Opportunity Employer

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Job Title: Corrections Officer

Job Assignment: Central Control Officer  
Housing Officer (Male or Female)  
Booking Officer  
Rover Officer

County Office: Sheriff's Office

Division/Section: Seneca County Criminal Justice Center

Immediate supervisor: Detention Center Administrator  
Corrections Sergeant (work supervision)

Positions Supervised: None

**JOB RESPONSIBILITIES:**

Under general supervision, the Corrections Officer rotates through four (4) job assignments and is responsible for monitoring the housing units, alarms, intercoms, paging systems and closed circuit televisions, monitoring and escorting inmates within the facility, directing inmate intake and release operations, and updating inmate files.

**QUALIFICATIONS:**

High school diploma or equivalency; successful completion of one hundred thirty-six (136) hour Ohio Corrections Officers training; successful completion of LEADS certification; satisfactory fulfillment of the physical agility standards; must be at least twenty-one (21) years of age. An individual who poses a direct threat to the health and safety of himself/herself or other in the workplace will be deemed not qualified for this position.

**SENECA COUNTY SHERIFF'S OFFICE**

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> <li>• Department policies and procedures*</li> <li>• Criminal laws</li> <li>• Civil rights laws</li> <li>• Local and state ordinances and laws*</li> <li>• Jail standards</li> <li>• LEADS operation</li> <li>• Electronic security systems, equipment and operations</li> <li>• Scanner and alarm panels and operations</li> <li>• Security practices and procedures</li> <li>• Safety procedures</li> <li>• Security search techniques</li> <li>• Inmate observation techniques</li> <li>• Inmate control techniques</li> <li>• Self defense techniques</li> <li>• Inmate intake procedures and requirements*</li> <li>• Rules of evidence</li> <li>• Document preparation, requirements and methods</li> <li>• Radio communications and radio codes</li> </ul>	<ul style="list-style-type: none"> <li>• Operate security and monitoring equipment</li> <li>• Operate radio and electronic communication systems</li> <li>• Enter data into a computer</li> <li>• Complete forms on a typewriter</li> <li>• Collect and classify information</li> <li>• Classify and organize records</li> <li>• Control inventory</li> <li>• Perform duties under dangerous and adverse conditions</li> <li>• Recognize dangerous situations and respond appropriately</li> <li>• Resolves conflicts</li> <li>• Resolve problems involving several variables</li> <li>• Meet physical agility standards</li> <li>• Perform First Aid procedures</li> <li>• Work flexible hours</li> <li>• Maintain accurate records</li> <li>• Prepare accurate and complete reports</li> <li>• Develop and maintain effective working relationships with supervisor and co-workers</li> </ul>

*\*May be acquired after hire*

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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24% **SECURITY OPERATIONS**

- ★ Operates and controls all electronic door panels
- ★ Monitors inmate and adjacent housing units
- ★ Observes inmates in special units
- ★ Observes inmate movement
- ★ Communicates with inmates through intercom system
- ★ Notifies Housing Officers and Shift Supervisors of problems
- ★ Calls for back-up assistance, as necessary
- ★ Informs replacement shift of ongoing issues

★ *Denotes an essential function of the job*

## SENECA COUNTY SHERIFF'S OFFICE

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% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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24% **INTAKE AND RELEASE**

- ★ Checks LEADS for outstanding wants/warrants
- ★ Interviews inmates and completes medical and other intake information
  - Contacts medical staff, if necessary
- ★ Inventories inmate property
- ★ Accepts and documents contraband into evidence, if necessary
- Enters information into computer
- ★ Initiates Classification Worksheets
- ★ Prepares fingerprint cards and fingerprints inmates
- ★ Photographs inmates
- ★ Escorts inmates to search/shower area
  - Observes inmates disrobe
  - Documents special conditions
  - Secures clothing and property items
- ★ Notifies Shift Supervisor to secure property in property room
- ★ Obtains jail clothing and provides to inmate
- ★ Issues personal items
- ★ Provides orientation while escorting inmate to housing units
- ★ Reviews and selects appropriate release files
- ★ Conducts computer inquiry for current wants or warrants
- ★ Prepares inmate file for release
- ★ Obtains inventory record; property from property room
- ★ Notifies Central Control Officer of inmate release
- Escorts inmate or arranges for escort
- ★ Exchanges inmates jail clothing for personal clothing and belongings
- ★ Release inmate and escorts to exit
- Observes inmate departure out of jail

24% **JAIL OPERATIONS AND INMATE SUPERVISION**

- ★ Supervises the inmate housing units, inmate activities and inmate/visitor interactions
- ★ Inspects the jail facility including individual units and dayrooms
- ★ Administers corrective action as necessary
- ★ Obtains program listing at staff briefings and reviews program schedule
- ★ Schedules inmate attendance and arranges escort
- ★ Distributes and collects commissary order forms from inmates
  - Delivers commissary order box to inmates
- ★ Collects and distributes mail

★ *Denotes an essential function of the job*

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% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
23%	<b>INMATE ESCORT</b> <ul style="list-style-type: none"><li>★ Escorts inmates and visitors to and from visitation</li><li>★ Escorts inmates to and from medical center</li><li>★ Provides security during medical treatment/exams</li><li>★ Distributes prepackaged medications and observes ingestion by inmates</li><li>★ Escorts inmates to and from program services</li><li>• Supervises inmates performing custodial duties</li></ul>
5%	<b>MISCELLANEOUS</b> <ul style="list-style-type: none"><li>★ Searches inmates and their belongings, as needed</li><li>• Attends meetings and serves on temporary committees, as requested</li><li>• Prepares and maintains records and reports</li><li>★ Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions</li><li>• Performs additional duties and assignments, as requested</li></ul>

★ *Denotes an essential function of the job*