

Adams County

Communication/Corrections Officer

Job Description

PURPOSE OF POSITION: Maintain the Corrections/Communications facility and inmates in a safe and secure manner.

ESSENTIAL FUNCTIONS:

- Supervise and control inmate behavior in the corrections facility through the use of direct contact, surveillance devices, patrolling, and inspections of persons and areas.
- Direct inmates while they are moving through the facility, monitor actions, and approve entry or exit.
- Search inmates' persons, clothing, living areas, and other facility areas for weapons or contraband.
- Enforce procedures for secure areas to maintain general security of the corrections facility.
- Transport inmates safely and securely while outside the facility.
- Maintain fire safety, respond to emergency situations, and review emergency procedures to be initiated in case of fire, escape, disaster, or riot.
- Follow established procedures to record, admit, and release inmates into and from the corrections facility.
- Perform medical support services, including administering medication, arranging medical and dental care, and supervising inmates during such care; investigating inmate injuries, determining necessity of emergency medical treatment, and applying first aid as needed.
- Enforce inmate procedures and rules concerning such areas as mail, telephone, access to courts, and visitation.
- Review, investigate, and enforce inmate discipline.
- Exercise interpersonal and human relations skills to ensure health and welfare of inmates.
- Prepare and serve food and supervise cleanup as needed.
- Establish, maintain, and update inmate records, accounts, and files, including inventorying and securing inmate personal property.
- Provide court-related records and legal testimony as required.
- Conduct and participate in employee orientation, training, and communications.
- Operate and maintain equipment, tools, and devices related to corrections operations (i.e. corrections vehicle, photographic camera, cell doors, fire equipment, computer)
- Maintain facility upkeep and maintenance; report mechanical failures.
- Periodically count inmates, determine their location, and record inmate location lists.
- Classify inmates, assign to housing areas, review arrest records and select inmates for trustee duties.
- Investigate, record, and report inmate grievances and explain procedures to inmates.
- Supervise and arrange inmate activities such as counseling, social services, recreation, religious services, and library use.

- Direct and control inmate work program.
- Conduct inmate support activities and notify inmates concerning daily schedule.
- Direct and control inmate hygiene, laundry, housekeeping, and sanitation.
- Provide administrative support to prepare reports, file documents, and answer telephone.
- Operate console radio equipment and provide appropriate command, control, and support information for public safety.
- Answering incoming 911 emergency calls and obtain the basic required information from the caller for an emergency response.
- Monitor alarm systems for local businesses and residences and alert the appropriate public safety agencies as necessary.
- Monitor cameras focused on the jail booking desk, waiting area, and door to the communications office.
- Offer basic self-help assistance to callers, as appropriate.
- Answer incoming non-emergency administrative calls, obtain pertinent information from the caller, and respond to requests for information as appropriate.
- Maintain forms, logs dispatch cards, incoming/outgoing teletype messages, reports to/from records, and other files and records according to established procedures.
- Be alert to and aware of ongoing activities involving the other console operator and offer backup assistance.
- Participate in special projects and assignments that are directly related to the mission, operation, and/or maintenance of the center.
- Perform other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE, and ABILITIES:

- Thorough knowledge of and experience in using a standard keyboard for typing or data entry.
- Thorough knowledge of the basic principals of mathematics and the ability to post simple accounts according to established procedures.
- Ability to understand and follow specific oral and written instructions.
- Ability to retain composure when dealing with violent or hostile prisoners.
- Ability to communicate effectively, both orally and in writing, and to complete standardized report forms and compose brief descriptive narratives.
- Ability to maintain the confidentiality of all departmental communications, documents, and records.
- Ability to deal courteously and tactfully with the general public, inmates, government officials, law enforcement agencies and fellow employees.
- Ability to learn the care and operation of the Communications Division equipment, including computer input and retrieval procedures.
- Ability to learn and apply the policies, operating procedures, and methods utilized in the Communications Division.
- Ability to type accurately while conversing with callers.
- Ability to read, write, and speak the English language proficiently.
- Ability to read maps to determine exact location for dispatch.
- Ability to follow oral and written instructions.

- Ability to deal tactfully and efficiently with a variety of people, including those who are frightened, incoherent, hostile, or under great stress.
- Ability to respond rapidly and effectively to emergency situations and to maintain the emotional composure necessary to organize work and to maintain a high level of productivity during the periods of stress or high activity.
- Ability to handle and maintain confidential information.
- Ability to differentiate between an emergency and non-emergency call.
- Ability to distinguish colors on dispatching screens, status boards, etc.

ESSENTIAL EDUCATION, CERTIFICATIONS, and/or LICENSES:

- Graduation from an accredited high school or successful completion of high school GED test.
- Must be certified, as mandated by the Sheriff's Department, within twelve months of the date of hire.
- Must possess a valid state of Nebraska motor vehicle operator's license.
- Must obtain certification in CPR with a time frame as established by the department.
- Must obtain NCIC certification for the teletype within a time frame as established by the department.

ESSENTIAL PHYSICAL DEMANDS and TYPICAL WORKING CONDITIONS:

- Incumbents are required to perform physical activities to support the control and supervision of inmates, including, but not limited to, the following: ability to subdue combative prisoners, operate restraint devices, walk and stand continuously, and mop or sweep floors.
- Work duties require lifting up to 50 pounds.
- Incumbents are often placed in a position of physical and mental stress.
- Must be able to work in a sitting position for an extended period of time.
- Must be able to speak clearly for accurate and efficient communication.
- Hearing must be normal in each ear and must meet requirements established by departmental policy.
- Vision must be correctable to 20/20 in both eyes and color vision must be normal as outlined by department policy.

ESSENTIAL ATTENDANCE and AVAILABILITY REQUIREMENTS:

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays.
- Must work at the assigned work site.
- Must travel as required.

CORRECTIONS/COMMUNICATIONS OFFICER

Starting Pay \$18.13 per hour

The Adams County Sheriff's Department is now
accepting applications for the position of
Corrections/Communications Officer until 5:00 pm

On February 7, 2020

Applicants must possess a High School Diploma
or G.E.D. Certificate and have a valid driver's license.

Excellent employee benefits which include health
Insurance plan, vacation, earned sick leave, and
furnished uniforms.

Applications are available at the Adams County Sheriff's
Department Suite 126, Adams County Courthouse,
500 West 4th Street, Hastings NE 68901 or
On the Adams County website.

Run Dates January 18th, 24th, 29th, February 3rd

Adams County Sheriff's Department

Equal Opportunity Employer

{Includes Criminal History Inquiry}

Application for Employment

This application is valid until position has been filled.

Adams County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, gender identity, sexual orientation, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):

- Full-Time
- Part-Time
- Regular
- Temporary

Have you ever been employed here before?

- Yes If yes, give date: _____
- No

Have you ever filed an application here before?

- Yes If yes, give date: _____
- No

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: _____ Date Available for Work: _____

How did you learn about the job you have applied for? (Be specific as to the source.) _____

Are you legally authorized to work in the United States?

- Yes

No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

Have you ever been convicted of, pleaded guilty to, pleaded no contest or nolo contendere to, been paroled for, received probation or deferred judgement for, or received a suspended imposition/execution of sentence or judgement for any felony or misdemeanor (other than a minor traffic violation) in any jurisdiction?

Yes

No

Do you have any pending criminal charges in any jurisdiction (other than a minor traffic violation) that have not yet been fully resolved or disposed of?

Yes

No

If yes to either question, please provide details (date, jurisdiction, crime involved, disposition, current status, etc.):

(Conviction or pending arrest will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction or pending arrest to the job will all be considered.)

This position is subject to veteran's preference. Are you eligible for and requesting a veteran's preference?

Yes

{A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214. A spouse of a veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214, a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran}

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed From: To:

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy.

I authorize Adams County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify Adams County against any liability that might result from making such investigation. Furthermore, I authorize Adams County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that Adams County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Adams County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Adams County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the Adams County Board.

SIGN HERE _____

Applicant's Signature

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.