

JOB POSTING

POSITION: CORRECTIONS OFFICER

DEPARTMENT: SHERIFF'S OFFICE

SALARY: \$26.17 - \$33.38/HR.

POSITION PURPOSE: MAINTAINS THE SAFETY AND SECURITY OF THE WINNEBAGO COUNTY JAIL AND ENFORCES JAIL POLICIES, RULES AND REGULATIONS

POSITION IN ORGANIZATION: REPORTS TO CORRECTIONS SERGEANT OR CORPORAL

MAJOR DUTIES:

1. Performs all duties regarding booking and releasing of inmates.
2. Maintains security of all jail areas by making rounds and systematic checks.
3. Monitors all jail and inmate activities through direct observation or visual and audible devices.
4. Responds to inmate medical emergencies or refers general inmate 'sick calls' to the Health Services Unit.
5. Supervises all inmate housing activities to include daily cleaning and facilitates inmate hygiene through the issuance of clean laundry, bedding, and required personal hygiene items.
6. Supervises the transfer and movement of inmates throughout the facility.
7. Supervises delivery of meals.
8. Maintains required records and logs in accordance with Agency standards.
9. Responds to facility emergencies.
10. Prepares accurate and concise reports.
11. Performs periodic searches of inmates and housing areas for contraband.
12. Takes enforcement action for all observed violations of Federal laws, State laws, and County Ordinance as permitted.
13. Performs all other duties as assigned by the Corrections Captain or his designee.

ACCOUNTABILITIES:

1. Ensures the safety and security of the jail is maintained at all times.
2. Ensures that all prisoners are treated fairly and consistently with Agency policy and State statutes.
3. Maintains and ensures accuracy of all paper and electronic records pertaining to jail and inmate activities.
4. Ensures prisoners are provided with necessities guaranteed under Federal and State laws.
5. Uses reasonably objective force up to and including deadly force in defense of self or others.
6. Communicates to supervisors in a timely manner all information obtained which is pertinent to the achievement of Agency objectives.

GENERAL QUALIFICATIONS:

1. Knowledge of Sheriff's Office policies, practices, and procedures.
2. Knowledge of Federal, State, and County laws and statutes as they relate to police work, citizen's rights and inmate's rights.
3. Must be able to speak, read, and write the English language and communicate effectively.
4. Ability to apply correct policies, practices and procedures to a variety of situations.
5. Must meet State and Agency required training standards on an annual basis.

6. Must be a U.S. Citizen at least 21 years of age.
7. Possess valid Wisconsin driver's license.
8. Ability to communicate effectively orally and in writing.
9. Must possess a minimum of 60 college credits, with preference given to applicants who hold a bachelor's degree or are WI Law Enforcement Standard's Board certified or certifiable in corrections or law enforcement.
10. Ability to meet regular and predictable attendance standards.

PHYSICAL QUALIFICATIONS:

1. Ability to meet the physical, mental, and psychological qualifications of a Police Officer in the Sheriff's Office.
2. Regularly required to perform law enforcement related duties to include: responding to disturbances, arresting and taking individuals into custody, and using force in the defense of self or others.
3. Ability to function in situations which may rapidly change from those encountered in a normal corrections setting to those which are emergencies and highly stressful.



MICHAEL J. COLLARD
Human Resources Director
Winnebago County Courthouse
July 13, 2017

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for Departmental Transfer/Position Change form. Other parties interested in applying for this position will need to complete the Winnebago County Application for Employment. This recruitment will be ongoing.