

Perry County Sheriff's Office

Job Description: Deputy Sheriff of Corrections

December 1, 2015

Position Concept: The Deputy Sheriff of Corrections monitors, controls and accounts for incarcerated inmates and civilian visitors while at the Perry County Sheriff's Office detention facilities.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, maintaining channels of communication between employees and chain of command, responding politely to customers, delivering customer service, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision. The Deputy Sheriff of Corrections may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

Security

- Operate remote control panel
- Operate manual cell locks
- Conduct inmate counts
- Verify inmate counts
- Patrol/observe housing/confinement areas
- Maintain security of keys
- Maintain control room or office logs
- Control civilian traffic in restricted areas
- Patrol and inspect perimeter of facility
- Operate jail or annex sally ports or gates
- Monitor closed-circuit television
- Escort visitors or vendors
- Supervise inmate barber
- Prevent escape attempts
- Obtain medical or dental assistance
- Report unusual emergency situations

- Direct evacuation
- Apply restraints
- Subdue disorderly inmates
- Search confinement areas
- Search inmate property
- Strip-search inmate

Housing Management

- Verify office log
- Maintain housing or dormitory log
- Supervise inmates during recreation
- Observe inmate in medical isolation
- Inspect firefighting equipment
- Resolve inmate disputes
- Distribute and collect food trays
- Supervise inmates during medical visit
- Move inmate in and out of cell

Operations

- Report sabotage, pilferage, violations
- Answer inmate questions
- Maintain restraint equipment inventory
- Prepare disciplinary report
- Report and record found contraband
- Investigate disciplinary report
- Participate in disciplinary board
- Conduct facility tours
- Testify or appear in court
- Fire weapons on range qualification
- Collect DNA

Inmate Property, Mail and Money

- Collect, sort or distribute institutional mail
- Sort and distribute inmate mail
- Distribute completed commissary orders
- Distribute/collect inmate commissary order
- Collect and accurately count money

Transportation

- Supervise inmates during transport
- Maintain security of inmates
- Operate transport vehicles
- Transport inmates to/from outside facilities
- Supervise inmates outside of facilities

MINIMUM QUALIFICATIONS

- Education and Experience -- Must have a high school diploma or equivalent (GED).
- Special Requirements -- Current Illinois Law Enforcement Training Board Correctional Officer certification
- Must possess a valid Illinois Driver's License.
- Must be a United States Citizen.
- Must be at least 21 years of age.
- Must demonstrate good moral character as determined by a background investigation.
- Must qualify with department issued firearm.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of criminal laws, ethical principles, and rules of proper verbal and written communication.
- Ability to remain composed in stressful situations; ability to react quickly; ability to establish and maintain effective working relationships with the police, court personnel, other agencies, and the public.

TOOLS & EQUIPMENT USED –

- Personal computer, including word processing and specialized software, police radio, phone, calculator, fax machine, copy machine; handgun, Taser, handcuffs, Breathalyzer, video surveillance equipment, metal detector, and first aid equipment.

PHYSICAL DEMANDS

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 sit, stand, walk, talk and hear.
- The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 50 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may frequently be required to stand for long periods of time while court is in session.

WORK ENVIRONMENT

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. Work is performed primarily in the jail, an office or courtroom environment, with occasional work outdoors. The noise level in the work environment is usually quiet in the office to moderately noisy in the jail or outdoors