**Pierce County Sheriff’s Office Job Description**

**Employee’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisors Name and/or Title:** Sheriff

**Working Title:** Corrections Officer

**Regular Work Hours or Shift:** Schedule approved by the Sheriff

**Position and Purpose**: under the general direction of the Sheriff, or their designee, performs a wide variety of tasks connected with the operation of the jail. Work involves operation of the jail, safety and security of the prisoners, receipt and accurate transmission of jail radios, telephone and various general clerical functions in the sheriff’s office.

**Essential Duties and Responsibilities**:

* Reports to the Jail Administrator or Shift Supervisor on duty all actions of misconduct of prisoners or other personnel; reports all notable prisoner grievances;
* Operation of the jail to include; guarding and supervising prisoners, assurance of the safety and security of prisoners in accordance with the established policies, procedures and guidelines of the Pierce County Sheriff’s Office.
* Receives photographs and fingerprints new prisoners; safeguards prisoner’s valuables; attends to prisoner’s needs.
* Assure all prisoners are thoroughly searched before confinement, are properly confined to a cell/cell-block; ascertain the commitments and arrests of prisoners confined in jail are in proper order.
* Conduct periodic checks of the jail (per policy), enforce obedience of all jail rules and regulations among prisoners; operate the jail in a fair and impartial manner in the handling of the prisoners.
* Write reports accurately maintain records pertaining to prisoners and their confinement to the Pierce County Jail (including financial, medical, court, etc. documents); Log and admit visitors; log court dispositions.
* Adhere to oral and written policies of the Pierce County Sheriff’s Office; perform other duties as assigned by the Sheriff or their designee.
* Collect bond for State Patrol, County Deputies, City and Village arrest.
* Answers incoming calls.
* Report to the Cook a head count of prisoners confined one hour before meals; promptly serve meals when prepared.
* Conforms to oral and written policies and procedures of Pierce County.
* Performs all other duties as assigned by the Sheriff or their designee.

**Minimum Qualifications**

* Wisconsin Jailer Certification (or able to complete within required time)
* Must pass an extensive background investigation High School diploma or equivalent
* for Law Enforcement purposes; Including Psychological examination, Physical Examination and drug screening.
* Computer proficiency
* Valid Driver’s License
* No felony Convictions

**Knowledge, Skills and Abilities**

* Ability to communicate orally and in writing
* Ability to see, hear and remember facts and circumstances to write an accurate report of the facts.
* Ability to prioritize duties and responsibilities to complete tasks at hand.
* Strong organizational, multi-tasking and critical thinking skills are necessary.
* Ability to manage and direct a group of inmates, including the ability to provide counseling and meditation. Ability to persuade, convince, train, advise and interpret regarding the application of policies, procedures and standards to specific situations.
* Ability to analyze and prioritize information using an established criterion to determine consequences and select alternatives.
* Ability to use sound judgement and situational reasoning ability to be decisive, creative (adaptable) to changing situations.
* Ability to maintain effective relationships with officers and the general public.

**Physical Requirements**

 **(Physical and Mental abilities required to perform essential job functions**)

* Ability to exert moderate physical effort in sedentary to light work.
* Ability to use self-defensive techniques, restraining techniques and physical force in protecting self and other staff/inmates within the facility in accordance with jail policies and procedures.
* Ability to handle repetitive movements in the daily operation of the jail including, but not limited to: operate computers, cameras, phones, restraint devices, first aid equipment
* Ability to hear, see and speak
* Sitting for extended periods of time
* Frequent turning/twisting, reaching, grasping and pinching
* Operate computer equipment , video surveillance equipment, phones
* Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting up to 50 pounds, carrying, pushing and pulling up to 100lbs.

**Special Requirements**

* CPR/AED certified
* TIME system certification (ability to become certified)
* Knowledge of Alco sensor(PBT)
* Knowledge of Infectious diseases and blood-borne pathogens
* Taser Certification
* Defense and Arrest tactics

**Environmental Ability**

* Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as: temperature variations and extremes, dust, gases, poor ventilation, fumes, odors, toxic agents, violence, verbal abuse, blood, body fluids, noise, machinery, wetness, and space restrictions.
* May be required to work irregular hours and unexpected overtime
* High Stress, fast-paced work environment
* Work is generally performed in a moderately noisy location
* Environmental factors such as temperature variations, odors, gases, dust are minimal.

**Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sheriffs Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personnel Department Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_**