

Job Description

Job Title: Corrections Officer II **Job Code:** 905102 **Job Family:** Public Safety

Pay Grade: 14.13 **FLSA:** Non-exempt **EEO:** Para-professional

Department/Agency: Countywide **Position Number(s):** Multiple

Recommended Position Title(s): Youth Care Advisor II, Correctional Advisor II

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Maintains custody and control of assigned clients in order to ensure a safe and secure environment; ensures clients and visitors are escorted throughout the facility as dictated by policies and procedures; enforces rules and regulations governing resident conduct in a fair and equitable manner; monitors the temperament, mood, and behavior of clients to detect potential problems or conflicts, demonstrates de-escalation methods, and alerts supervisors to impending problems; observes and interacts with clients; provides positive reinforcement, and serves as a role-model for appropriate pro-social behavior and attitudes that convey dignity and respect in the treatment of others; uses evidence-based skills when communicating with clients; conducts routine safety, security, health and sanitation inspections; searches clients, their property, and living areas to detect contraband, hazards, damage, or potential breaches of security and for cleanliness and sanitation of living areas; promptly reports any condition, equipment, or problem which poses a threat to the safety or security of the facility.
- Performs administrative functions such as maintaining shift logs, counts, and writing incident reports describing problems with clients or emergencies; responsible for the accuracy and completion of written information which is then filed or forwarded to superior officer for review; verbally reviews status of the assigned area with incoming personnel during shift changes; enters and retrieves information using a computer; processes and searches incoming clients; releases and processes out clients; ensures all paperwork and computer entries are accurately completed.

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- Provides guidance and mentoring of new Officers; assists with New Hire Academy; explains and demonstrates daily task assignments; provides guidance on successful completion or needed improvement of tasks to Officers and Supervisors; completes complex assignments or projects; leads facility initiatives and participates in department-wide committees or focus groups.
- May operate an institution vehicle to transport clients to and from court, medical facilities, work locations, or other approved locations.
- Responds immediately to emergencies as directed by emergency procedure guidelines; uses de-escalation techniques; dons protective equipment; assists in incident command; restrains or restricts the actions of combative or disruptive clients using only necessary force; summons assistance from backup personnel; administers first aid or CPR.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Twenty-one (21) years of age or older; possess a high school diploma or its equivalent; three (3) years equivalent Corrections I/IA experience; successfully pass a criminal history check; and possess a valid driver's license.

Applicant must submit to and pass a pre-employment, post-offer drug screen and pass a physical ability test prior to employment

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Associate's degree in Criminal Justice, Behavioral Sciences or related fields are preferred.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking: 60%

Lifting weight: Successful completion of physical ability test which includes dragging up to 125 pounds and lifting 50 lbs.

Running in response to emergency situations; client restraint and self-defense training.

On call/stand-by work required.

Shift work

Safety-sensitive job.

Weather essential job for Department and County.

Uniform required

Successful completion of physical ability test which includes dragging up to one hundred (125) pounds, lifting fifty (50) pounds, patting down residents, responding to emergency calls, walking up and down 20 stairs (YCA II) or 36 stairs (CA II), and donning protective equipment or performing CPR (location dependent).