

Franklin County Detention Center

Job Posting

CORRECTIONAL OFFICER

September 24, 2021

The Franklin County Detention Center has an opening for full-time Corrections Officer, subject to Article 10 of the Agreement between the Franklin County Commissioners and the NCEU for the Franklin County Detention Center.

A full job description is available at the Franklin County Commissioners' Office, or visit www.franklincounty.maine.gov

Applications will be accepted until the position is filled:

To apply for the position, please Contact

Tiffany Baker
tbaker@franklincountymaine.gov
Human Resources Specialist
140 Main Street, Suite 3
Farmington, Maine 04938

**Franklin County
Position Description**

Position Title: Corrections Officer

Department: Franklin County Detention Center

Reports To: Corrections Sgt.

Date: June 2015

GENERAL SUMMARY:

Under the general supervision of the Corrections Sgt. responsible for providing for the care, custody and control over inmates.

ESSENTIAL JOB FUNCTIONS:*

- Assists in maintaining Detention Center security, performs the physical counts of inmates, as required.
- Provides documentation and detail to direct supervisor regarding violations of policies and procedures.
- Participates in inmate admission and release in accordance with established facility policies and procedures.
- Registers and screens visitors and ensures safety and security regulations are observed and maintained.
- Completes all required logs, watch sheets, journals, and notations as required or directed.
- Participates in departmental training programs and courses.
- Utilizes radio and telephone communications to maintain contact with other staff and agencies.
- While on line or in an assigned area, supervises and reviews inmate work, monitors and interacts with inmates and performs counts.
- Performs collateral duties as assigned and/or directed, maintains files, completes paperwork and file records.
- Follows all federal, state, and local laws; follows all County and Department policies and procedures regarding assigned duties.

OTHER DUTIES AND RESPONSIBILITIES:

- Promotes and maintain responsive community relations.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require overall knowledge of Detention Center facility operations equivalent to completion of a high school diploma plus additional courses from a two-year college or technical school and one to three years of related experience, or equivalent combination of education and experience.

Must have completed or be able to complete Basic Corrections Schools at the Maine Criminal Justice Academy.

Ability to understand and carry out orders.

Ability to participate in ongoing correctional education to maintain certifications.

Must meet all physical and mental requirements required of the position.

Ability to use computers.

Ability to safeguard confidential and classified information.

Ability to manage difficult people and stressful situations and to respond appropriately in emergency situations.

Ability to work individually and in a team environment.

Ability to observe contraband, avoid injury, check for weapons, and view video cameras.

SUPERVISORY RESPONSIBILITY:

No supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

May be exposed to outdoor weather conditions.

Regular risk of personal injury when violent/hostile situations require intervention and emergency response.

Potential for exposure to infectious disease, blood borne pathogens and mental fatigue.

Physical demands generally involve standing, walking, sitting, climbing, or balancing, stooping, kneeling, crouching or crawling.

Utilizes proper sanitary precautions when handling trash, garbage, and other potential biohazards.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval
07/09

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.