



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@co.chautauqua.ny.us
Phone (716) 753-4237 • Fax (716) 753-4686 • Website www.co.chautauqua.ny.us

CORRECTION OFFICER

Permanent Part-Time
Up to 19 Hrs./Wk. @ \$17.59/Hour
No Benefits

Interested candidates **MUST** complete a Chautauqua County Application for Employment and/or Examination available at www.co.chautauqua.ny.us click on "Employment." Resumes will not be accepted unless accompanied by an original application. Once application is complete, print and send to the Chautauqua County Department of Human Resources office for consideration.

Only applicants meeting minimum qualifications listed below will be considered for appointment.

DESCRIPTION OF POSITION: Chautauqua County Office of the Sheriff is seeking qualified applicants for part-time Correction Officer vacancies at the Chautauqua County Jail located in Mayville, NY. Correction Officers perform a variety of duties in connection with the safe and efficient operation of the County Jail to include guarding and attending to the care and well-being of inmates. Supervision is received from a Deputy Sheriff Sergeant or Correction Sergeant with leeway provided for the use of independent judgment and initiative when the occasion arises. These positions will be filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

****PLEASE NOTE: Applicants must be permanent residents of Chautauqua County in order to qualify for these positions.**

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TYPICAL WORK ACTIVITIES:

- Guards inmates at various locations of the jail such as, entrances and exits, receiving and detention rooms, elevators, identification rooms and similar areas;
- Conducts regular inspections of assigned areas and otherwise maintains security and proper discipline;
- Transports inmates to and from doctor and dentist appointments or court appearances as required;
- Books and searches inmates, issues clothing and escorts inmates to quarters;
- Supervises the feeding of inmates to include serving and clean up of meals;
- Attends to the care and well being of inmates by securing and delivering sundries such as candy, books, etc.;
- Serves as custodian of inmate's money, clothing and personal property;
- Inspects inmate's quarters to detect possession of unauthorized objects by inmates;
- Fingerprints and photographs inmates who have not previously been booked;
- Receives and inspects legal papers and otherwise arranges for the release of inmates;
- Escorts inmates for interviews with attorneys, relatives and law enforcement agencies;
- Arranges for clothing and records and otherwise prepares for transfer of persons to courts, penal institutions and hospitals;
- Compiles and maintains inmate records and periodic activity reports;
- Performs relief duties at desk as assigned;
- May operate a computer terminal, entering proper data as required to keep current all records maintained in the computer for Jail records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of institutional management procedures including the care and custody of inmates; interest in and a sympathetic understanding of inmates; skill in first aid methods; ability to understand and

follow routine oral and written instructions; ability to deal with inmates firmly yet courteously; ability to keep records and make reports; industry and dependability; excellent physical condition.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

Conviction of a felony will bar, and conviction of a misdemeanor or other offenses may bar examination and/or appointment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- A. Age - Candidates may take the examination prior to attaining age 20, but will NOT be eligible for appointment until their 20th birthday is reached.
- B. Medical and Psychological Screening - Candidates who are offered employment will be required to pass a physical/medical examination and a psychological screening prior to appointment. Failure to pass either the physical or psychological screening will bar candidates from appointment.
- C. Background Investigation - Candidates who pass the written test will be subject to a background investigation including but not limited to education, military, employment, credit, traffic and criminal records. Conviction of a felony will bar, and conviction of a misdemeanor or other offense may bar examination and/or appointment.
- D. Training - New York State Commission of Corrections regulations require that Corrections Officers successfully complete an approved mandatory training course within one year of being hired and before appointment becomes permanent.
- E. Candidates who are offered employment must also pass a comprehensive drug screening.
- F. A Correction Officer must be a U.S. Citizen at time of appointment.

****RESIDENCY REQUIREMENT:** Candidates must have been legal residents of Chautauqua County for at least one (1) month immediately preceding the date of appointment, and must remain a resident of Chautauqua County throughout service in this classification.

Equal Opportunity Employer