

**Knox County Sheriff's Office
Position Description**

CORRECTIONAL OFFICER

Date of last revision: September 2019

Job Code:

Job Grade: 7

FLSA Status: Non-Exempt

Division:

Reports to: Jail Corporal (Unless otherwise directed)

Civilian position

X

Corrections position

Law enforcement position

Position Summary

The Correctional Officer has the primary responsibility to perform routine work in the safe keeping of inmates.

Required Duties

The following are required duties of this position:

1. Supervises inmates doing work, in their quarters and at meals.
2. Inspects facility to ensure prevention of injury to persons or property; and prevents unauthorized entering/leaving the jail.
3. Processes inmates entering and leaving the jail.
4. Transports inmates to and from cells.
5. Seeks medical assistance for inmates, when needed.
6. Required to self-report any prior or future PREA misconduct involving sexual abuse/ sexual harassment. Failure to report or false reporting of PREA misconduct is grounds for immediate termination.
7. Meet PREA First Responder guidelines.
8. Other duties as assigned.

Education and Training Required

The following are the educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.
2. High school diploma or equivalent required.

Experience Required

The following experience is required for this position:

1. Experience in a corrections facility is preferred.

Knowledge, Skills and Abilities

The following non-physical knowledge, skills and abilities are required for this position:

1. Ability to critically evaluate information obtained from a number of sources.
2. Ability to respond to problems and resolve conflict.
3. Knowledge of modern procedures in care and custody of inmates.
4. Ability to learn surveillance and law enforcement investigation work.

Physical Abilities

The following physical ability(s) is/are required for this position:

1. Must be physically and mentally able to handle unruly inmates.
2. Must be physically and mentally able to operate a variety of law enforcement equipment, including firearms.
3. Must be physically and mentally able to have direct contact with inmates.
4. Must maintain a lifting limit of no less than 50 pounds.
5. Must be able to pass an appropriate medical examination that includes, but not limited to, vision and hearing tests.
6. Must maintain the ability to work any hours, any shift and any days off during your career.

Position-Specific Responsibilities

The following responsibilities are required for this position:

1. Executes other responsibilities as assigned by the Sheriff, Chief Deputy, or supervisor.

Tools, Machinery and Equipment

Ability to operate or use the following machinery and/or equipment is required for this position:

1. Multi-line telephone
2. Department-issue firearms
3. Photocopier
4. Restraining devices
5. Police radio

The Knox County Sheriff's Office is an equal opportunity employer.