

**MUSCOGEE COUNTY SHERIFF'S OFFICE CORRECTIONAL OFFICER
JOB DESCRIPTION**

MAJOR DUTIES:

Maintains jail security; performs inmate head counts; monitors inmate activities.

Performs booking and prisoner intake activities; transports inmates to and from appointments and to and from other facilities.

Administers alcohol tests to inmates; testifies in court in regards to alcohol tests.

Serves meals and distributes clothing and linens; confiscates contraband from inmates.

Provides security for medical clinic personnel.

Signs visitors in and out during visitation hours.

Writes and maintains receipts for bond payments.

Attends required training classes.

Appears in court to testify on behalf of the state.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of federal, state, and local criminal laws.

Knowledge of federal, state and local laws governing arrests, search and seizure, affidavits and warrants, and all aspects of law enforcement.

Skill in establishing and maintaining effective working relationships with others.

Skill in planning, organizing, problem solving, and decision making.

Skill in the use of assigned equipment.

Skill in the use of office equipment.

Skill in oral and written communication.

SUPERVISORY CONTROLS: The Lieutenant or Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include departmental operating procedures and federal, state, and local laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in support of jail operations. The potential to be involved in life threatening situations contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of the position is to provide security and inmate transfer services for the jail. Successful performance results in the safety of inmates, officers, and the general public.

PERSONAL CONTACTS: Contacts are typically with co-workers, inmates, and the general public.

PURPOSE OF CONTACT: Contacts are typically to exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, bending, crouching, kneeling, running or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in a jail or courtroom. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

No experience requirements.

Ability to meet current requirements set forth in the Peace Officer's Standards and Training Act.

Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operating.