

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY FOR
THE FOLLOWING VACANCY:**

Correctional Facility
Correction Officer

\$50,265 – \$62,832

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a County Correctional Facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell tier;
- Locks and unlocks cells and access doors using mechanical and electrical devices;
- Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or a life threatening situation and reports these to supervisor either verbally or in writing;
- Checks cell and corridor areas for faulty bars, gates, etc. and makes routine fire and safety checks;
- Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;
- Issue clothing and bedding and instructs inmates in its proper care;
- Books inmates by preparing appropriate records and taking fingerprints and photo identification;
- Inventories and records inmates clothing and property;
- Escorts visitors and observes inmate visitations;
- Dispenses a variety of prescription and non-prescription medications;
- Searches cells, frisks inmates and confiscates contraband;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards;
- Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
- Listens to inmate problems, informs them of rules and regulations, and when they cannot be resolved, makes referrals to appropriate staff;
- May use chemical agents, weapons or restraining device and protection equipment in case of fights or other disturbances;
- Prepares a variety of records and reports related to the care of inmates and security of the facility;
- May on occasion operate a variety of office equipment during the processing of inmates or report preparation;
- May on occasion serve court orders and processes, such as summonses, complaints, subpoenas, income executions, eviction notices and perform other civil functions;
- May perform duties of communications officer and related work, including but not limited to use of telephone, teletype, and radio;
- May on occasion be assigned to carry out specific tasks as a peace officer;
- Performs other duties as assigned by the Sheriff or his designee.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the rules, regulations and requirements of the correction law governing the supervision and treatment of inmates, safety and security of the facility and department employees; good knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of search and frisk methods; working knowledge of the use of defensive and restraining physical techniques; working knowledge of human behavior in relation to correction

facility inmates; working knowledge of first aid procedures; ability to observe, interpret and report inmate activity; ability to verbally communicate rules and regulations of the facility to inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations; ability to reason clearly; ability to remember facts and information; ability to read and interpret written materials; sound judgment; good powers of observation; physical condition commensurate with the demands of the position.

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

SPECIAL REQUIREMENTS:

1. Possession of an appropriate level New York State driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.
2. Successful completion of a background investigation and psychological test will be required following conditional offer of appointment.
3. Successful completion of New York State Commission of Corrections training prior to completion of the probationary period.
4. Incumbents in this position are required to reside within the County of Otsego or a contiguous county to Otsego County at all times during their employment in this title pursuant to Otsego County Local Law No 6 of 2018.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov

Dated: January 1, 2025