

Office of the Sheriff

Sheriff
David Thoroughman

1025 16th Street
Portsmouth, Ohio 45662



Emergency 9-1-1
Law Enforcement 740-354-7566
Corrections/Jail 740-355-8277
Support Services 740-355-8261
Investigations 740-355-8245

Scioto County, Ohio

DA: January 7, 2021
FR: Sheriff David Thoroughman
RE: Job Posting-Corrections Officers

SUBJECT: JOB POSTING CORRECTIONS OFFICER

The Scioto County Sheriff's Office is actively accepting employment applications for the following position:

Corrections Officer
POSITION STARTING PAY
Correctional Officer (Full Time-Civilian) \$16.51 - \$17.43 per hour

Applications can be picked up at the Scioto County Sheriff's Office Mon-Fri 8a-4p or printed on line from <http://www.sciotocountysheriff.com>

When submitting an application, a resume is preferred but not required. The application and resume can be dropped off at the Sheriff's Office or scanned and emailed to Chief Deputy Blaine Dudit at blaine.dudit@sciotocountysheriff.com.

Wages for the position are as follows
2020
Step 1 0-6 mos \$16.51
Step 2 7-12 mos \$17.43
Step 3 13-48 mos \$17.99
Step 4 49-72 mos \$18.62
Step 5 73-96 mos \$19.11
Step 6 97 + mos \$19.79

POSITION: CORRECTIONAL OFFICER (FULL TIME - CIVILIAN)
STATUS: Classified Civil Service
REPORTS TO: Chief Deputy, Captain, Sergeant and/or Sheriff

JOB RESPONSIBILITIES

Under the general direction of the Chief Deputy, Captain, Sergeant and/or Sheriff, this non-law enforcement position is primarily responsible for carrying out job duties while assigned within the Scioto County Jail and specifically/primarily dealing with supervising all inmates/prisoners according to the Minimum Standards for Jails in Ohio.

ILLUSTRATIVE DUTIES

Supervises all inmates/prisoners according to the Minimum Standards for Jails in Ohio. Assists other employees (Correctional Officers and Sworn Deputy Sheriff's) in the performance of their duties when necessary.

Process inmates/prisoners according to the booking process, issues clean clothing, documents personal property of inmate/prisoner.

Fingerprints incoming inmates/prisoners.

Properly and accurately documents all medical records and jail activities on a daily log.

Maintains accurate medical records and distributes all properly prescribed medication.

Performs, on a minimum, hourly security checks on all inmates/prisoners and the facility.

Maintains good interpersonal communication skills when addressing others.

Maintains a good working relationship with all other law enforcement agencies, employees of other criminal justice agencies, and public officials.

Responds to requests from the general public.

Prepares accurate written reports and conducts thorough investigations concerning criminal activity.

Obtains written, audio, and or video statements from inmates/victims, witnesses and/or suspects.

Properly and accurately completes various forms.

Properly and accurately, gathers and documents evidence.

Provides testimony in various courts of law (when required).

Safely operates and maintains equipment provided to carry out duties.

Assists other Law Enforcement Officers in the performance of their duties when necessary and related to the incarceration of inmates.

Attends all educational/training opportunities that are provided and available within the scope of finances of the Sheriff's Office and upon approval of the Sheriff. Training shall exclude annual firearms qualifications.

Performs any other related duties as required or assigned by the Chief Deputy, Captain, Sergeant, and/or Sheriff.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the Ohio Minimum Standards for Jails in Ohio.

Broad knowledge of incarceration policies and procedures and the operations of a motor vehicle. Skill in interviewing and investigation. General knowledge of inventory control and office practices and procedures.

Ability to understand and communicate with inmates/prisoners, supervisors, co-workers, public officials and the general public. Ability to develop good rapport with civilians and inmates/prisoners. Ability to supervise all phases of safety for inmates/prisoners. Ability to display proper moral conduct in the performance of duties. Ability to recognize unusual or threatening conditions and take appropriate action. Ability to carry out instructions in written, oral or picture form. Ability to apply principles to solve practical, everyday problems and recognize safety warning.

Ability to perform basic mathematical calculations and to read, copy and record figures accurately. Ability to complete routine forms. Ability to prepare meaningful, concise and accurate reports; define problems, collect data, establish facts and draw conclusions; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public. Physical ability to detain inmates/prisoners, the physical agility to move whole body quickly and easily and the physical ability to sit and operate/drive a motor vehicle for extended periods of time. Ability and general knowledge in the operations of a personal computer.

MINIMUM QUALIFICATIONS

FORMAL EDUCATION High School Diploma or equivalent

CERTIFICATES/LICENSES 160-Hour Basic Training For Full Service Jail Personnel Certificate (Basic Corrections Course) preferred.

PRIOR TRAINING/EXPERIENCE Prior experience dealing with the public and inmates/prisoners preferred. Prior experience operating radio equipment, cameras, fingerprinting equipment, personal

Computer.

ON THE JOB TRAINING It would normally take a qualified individual approximately twelve (12) months to become reasonably skilled with the associated job duties.

ADDITIONAL REQUIREMENTS An individual in this position must be at least twenty-one (21) years of age.