



Ontario County Department of Human Resources  
3019 County Complex Drive  
Canandaigua, NY 14424

[www.co.ontario.ny.us](http://www.co.ontario.ny.us) | (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## **JOB POSTING NOTICE**

**TITLE:** Correction Officer, Part-Time  
**DEPARTMENT:** Office of Sheriff  
**RATE OF PAY:** \$22.18/HR  
**TYPE:** Permanent, Part-Time Position  
**NOTE:** Appointment pending thorough background check.

### **JOB SPECIFICATION:**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the custody, security, conduct, discipline, safety and general well-being of male and female inmates confined to the County correctional facility. The duties involve considerable inmate contact and supervision. Work procedures for functions are well defined but incumbents must be alert to possibilities of emergency situations and use sound judgement in overcoming problems. Strenuous physical exertion is required in dealing with uncooperative inmates. The work is performed under the direct supervision of a higher-ranking correctional officer. An employee in this class is a peace officer and may be required to carry a firearm in the performance of duties when authorized by the Sheriff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Maintains jail security and inmate discipline by supervising the movement and activities of inmates and maintaining order within the facility;  
Supervises inmates' scheduled work activities including commissary, laundry exchange and work details outside of the facility;  
Provides a safe and secure environment for inmates, visitors and staff;  
Performs guard duties at various locations;  
Conducts headcounts and security checks;  
Uses computerized electronic security equipment, telephones, intercoms, CCTV and electronic recording equipment to oversee the security of the facility;  
Obtains fingerprints and photographs inmates for commitment and identification purposes;  
Advises inmates on the rules and regulations governing the operation of the facility;  
Assists inmates in resolving problems and mediates disputes between inmates;  
Assigns inmates to cells and keeps records on inmates;  
Supervises the movement and activity of inmates including meal and recreation periods;  
Accepts and inventories inmate's personal clothing and property;  
Arranges for clothing and records for transfer of persons to courts, penal institutions and hospitals;

Performs clerical duties connected with the release of inmates;  
Prepares reports and arrest records and keeps records on inmates;  
Secures and delivers various items for inmates such as commissary, books, writing materials, prescription medications and over-the-counter medicines;  
Supervises visitation of inmates, assists visitors, screens and monitors persons seeking access to secure areas of the facility;  
Makes periodic rounds and visual inspections of assigned areas and conducts searches for contraband;  
Maintains knowledge of inmate population and cell assignments;  
Observes inmate behavior and demeanor to determine mental state and refer for treatment;  
Subdues uncooperative or violent inmates using defensive tactic maneuvers or approved non-lethal weapons;  
Transports inmates to other correctional facilities, court, medical appointments and outside work details;  
May be assigned to Scuba Squad Team, being responsible for the maintenance of own equipment;  
May be assigned to court detail to ensure security.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to communicate positively and effectively, in writing and orally, with inmates, coworkers, and supervisors; ability to understand and carry out oral and written instructions; ability to maintain the discipline and order of inmates and elicit their respect and cooperation on a day-to-day basis; ability to process memory for facts and information; ability to exercise sound judgment in evaluating situations and decision making under stressful conditions; ability to effectively use computer applications such as word processing, e-mail, and database software in performing work assignments; working knowledge of first-aid and CPR methods; good powers of observation; mental alertness; 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 FOR APPOINTMENT:

- Possession of a valid New York State Operator's license and maintenance of such license throughout the tenure of employment in the position.
- At the time candidate is being considered for appointment, candidate must meet physical agility and medical standards.
- In accordance with State Laws, a Correction Officer is a Peace Officer and must be a United States citizen to qualify to hold such office.
- Permanent appointments to this class are subject to satisfactorily completing training standards prescribed by the State Commission of Corrections.