

## CORRECTION OFFICER - CHAUTAUQUA COUNTY OFFICE OF THE SHERIFF

The Chautauqua County Office of the Sheriff is currently accepting applications for various Full-Time (40 hours/week) and Part-Time (up to 19 hours/week) Correction Officer positions within the Chautauqua County Jail, Mayville, NY. **Applicants must be current residents of Chautauqua County in order to apply and must remain a resident of Chautauqua County throughout service in this classification.** A Chautauqua County Correction Officer is responsible for performing a variety of duties in connection with the safe and efficient operation of the County Jail by guarding and attending to the care and wellbeing of inmates under the supervision of a Deputy Sheriff Sergeant or Correction Sergeant. Salary ranges from \$27.24/hour to \$36.04/hour and may be eligible for pay increases.

### **Typical Work Activities:**

- Guards inmates at various locations of the jail such as, entrances and exits, receiving and detention rooms, elevators, identification rooms and similar areas;
- Conducts regular inspections of assigned areas and otherwise maintains security and proper discipline;
- Transports inmates to and from doctor and dentist appointments or court appearances as required;
- Books and searches inmates, issues clothing and escorts inmates to quarters;
- Supervises the feeding of inmates to include serving and clean up of meals;
- Attends to the care and well being of inmates by securing and delivering sundries such as candy, books, etc.;
- Serves as custodian of inmate's money, clothing and personal property;
- Inspects inmate's quarters to detect possession of unauthorized objects by inmates;
- Fingerprints and photographs inmates who have not previously been booked;
- Receives and inspects legal papers and otherwise arranges for the release of inmates;
- Escorts inmates for interviews with attorneys, relatives and law enforcement agencies;
- Arranges for clothing and records and otherwise prepares for transfer of persons to courts, penal institutions and hospitals;
- Compiles and maintains inmate records and periodic activity reports;
- Performs relief duties at desk as assigned;
- May operate a computer terminal, entering proper data as required to keep current all records maintained in the computer for Jail records.

Positions are being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

### **Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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|--|------------------------------------|
| - Health Insurance (including Dental & Vision plan)*       | - 13 Paid Holidays                 |
| - Health Savings Account (partially funded by the County)* | - Vacation & Sick Time*            |
| - Sick Bonus*  | - Personal Days*                   |
| - NYSLERS Pension  | - NYS Deferred Compensation        |
| - Eligible for Federal Public Service Loan Forgiveness     | - Wellness Program                 |
| - Boot Allowance   | - 6% Shift Premium (after 3 pm)    |
| - All Equipment and Uniforms provided                      | - Overtime Opportunities Available |
| - Show up pay for Shift Briefings                          | - Eligible for PT Bonus            |
| - Specialized Training and Advancement Opportunities       | - Paid Training and Academy        |

*\* Benefits are for Full Time/Benefit Eligible employees only.*

**Minimum Qualifications:** All applicants MUST be a Chautauqua County resident for at least one (1) month prior to appointment and be a high school graduate or be in possession of a high school equivalency diploma. Candidates must also meet all of the special requirements listed below:

- Age** - Candidates may take the examination prior to attaining age 20, but will **NOT** be eligible for appointment until their 20th birthday is reached.
- Medical and Psychological Screening** - Candidates who are offered employment will be required to pass a physical/medical examination and a psychological screening prior to appointment. Failure to pass either the physical or psychological screening will bar candidates from appointment.
- Background Investigation** - Candidates who pass the written test will be subject to a background investigation including but not limited to education, military, employment, credit, traffic and criminal records. Conviction of a felony **will** bar, and conviction of a misdemeanor or other offense **may** bar examination and/or appointment.
- Training** - New York State Commission of Corrections regulations require that Corrections Officers successfully complete an approved mandatory training course within one year of being hired and before appointment becomes permanent.
- Candidates who are offered employment must also pass a comprehensive drug screening.
- A Correction Officer must be a U.S. Citizen at time of appointment.

*Please note: Conviction of a felony will bar, and conviction of a misdemeanor or other offenses **may** bar examination and/or appointment.*