

CORRECTIONS OFFICER

GENERAL DEFINITION:

Provides for the security of the Northampton County Prison and its inmates. Carries out job duties and responsibilities of a variety of posts within the jurisdiction of the Northampton County Prison. Supervises the inmates of the prison with respect to their security, safety, and general well-being.

TYPICAL EXAMPLES OF WORK: (Illustrative Only)

Carries out the specific responsibilities of his post to which he is assigned.

Perform functions and tasks as specifically assigned to him by his immediate supervisor.

Relates to inmates under his charge and inter-acts with same in order to provide for the security and safety of the inmate population.

Carries out all policies and procedures as promulgated by the Corrections Supervisor and the Northampton County Prison administration.

Participates in the classification system of the Northampton County Prison, providing personal knowledge of specific inmates with whom he/she is familiar and supervises during his/her tour of duty.

Is familiar with and carries out the specific functions of different posts delineated in the operation of the Prison.

Performs other related duties as required by the Corrections Supervisor and/or Prison administration.

REQUIRED KNOWLEDGES SKILLS & ABILITIES:

Through knowledge of the practices, policies and procedures as promulgated by the Northampton County Prison administration.

Through knowledge of care and custody of prisoners.

Ability to establish and maintain effective working relationships with associates, law enforcement and criminal justice personnel and prisoners.

Ability to record activities and prepare reports from such records.

Attend both in-service training as scheduled by Prison administration and special training as offered by the State Department of Corrections.

TOOLS AND EQUIPMENT USED:

Telephone, calculator, radio, copy machine, fax machine, weapons an sidehandle baton as required, handcuffs, and first aid equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally is exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

ACCEPTABLE TRAINING AND EXPERIENCE:

Education equivalent to completion of the twelfth school grade.

Or any equivalent combination of acceptable training and experience which has provided the knowledge skills and abilities cited above.