



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson  
Personnel Officer

### Job Opening Correction Officer – Part Time

Schuyler County Sheriff's Department

**LAST DATE TO FILE:** Review of applications will begin immediately. Applications will be accepted until position is filled.

**SALARY:** \$17.07/hr (\*Not certified by Basic Correction School Training); \$19.20/hr (After 1yr of service or Certified by Basic Correction School Training, whichever comes first.)

**VACANCY:** At the present time, there is a part time, up to 19 hours per week, opening in the Schuyler County Sheriff's Department. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

**HOW TO APPLY:** Interested applicants must submit a Civil Service application to the Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **No faxed or emailed applications accepted.**

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application

**JOB DESCRIPTION:** 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 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 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. If assigned to the Control Room, will also perform duties of Emergency Services Dispatcher. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

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;  
Issues 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 inmates visitations;  
Dispenses a variety of prescription and nonprescription 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 where they cannot be resolved, makes referrals to appropriate staff;  
May use chemical agents, weapons or restraining devices 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 be required to answer phones, receive complaints and dispatch emergency vehicles.

Note: If assigned to the Control Room, Correction Officers will be assigned these duties:

Answers, screens, and processes incoming emergency calls;  
Queries the caller to determine the seriousness and nature of the situation, the location, the services needed, and other information necessary to evaluate the situation;  
Maintains a log of all telephone and radio calls sent out or received.  
Utilizes computerized databases (including NYSPIN, SJS, JMS systems) to access and record data and information;  
Practices proper radio dispatching techniques using appropriate terminology in a calm and professional manner;  
Controls jail security doors and gates, and monitors video security cameras.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL TRAINING REQUIREMENTS:**

- A) Completion of New York State Commission of Corrections training prior to completion of the probationary period.
- B) If assigned to the Control Room and dispatching, must complete dispatcher training including NYSPIN and EMD.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

**Date Issued: August 15, 2019**