

**POSITION DESCRIPTION  
VILAS COUNTY**

**SECTION I: GENERAL INFORMATION**

	<b>DRAFT</b> <input type="checkbox"/> <span style="margin-left: 150px;"><b>FINAL</b> <input checked="" type="checkbox"/></span>
<b>Position Title:</b> CORRECTIONAL OFFICER	<b>Department:</b> Sheriff
<b>Immediate Supervisor's Position Title:</b> Jail Administrator	<b>FLSA Status/Pay Classification Code:</b> Non-Exempt
<b>Original Description Date:</b> June 2002	<b>Revised Date:</b> August 2013
<b>Oversight Committee:</b> Law Enforcement Committee	<b>Approved Date:</b>
<b>Approved by:</b> Personnel Committee	<b>Approved Date:</b> HR - 10/10/13

**Job Summary:**

The Correctional Officer is a civilian position responsible for maintaining inmate security and control in the Vilas County Jail. All duties and responsibilities are performed under and subject to the review and guidance of the Sheriff, his/her Administration, Law Enforcement Committee and the Civil Service Commission.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Ensures inmate safety by performing hourly inmate physical checks, continually monitoring activity, bringing inmate medical concerns to jail medical staff and reporting disciplinary matters. Performing these duties involves, but is not limited to, electronic, visual and audible observation via closed-circuit television and physical interaction.
2. Ensures department safety by conducting thorough searches of inmates to prevent the introduction of contraband and weapons into the jail. Officers will be expected to document all violations pursuant to state and federal laws and department policy.
3. Maintains continuity between shifts by documenting action taken during shift; noting areas requiring additional attention or monitoring; communicating actions, irregularities, and continuing needs to supervisors; and handling complaints from the public and routing information to appropriate personnel.
4. Maintains records of inmates received into the jail by completing inmate booking records pursuant to department policies and entering information into the department records system. These duties will include, but are not limited to, the maintenance of inmate confinement files, capturing inmate images, and taking fingerprints of inmates.
5. Maintains records of inmate property by conducting inventories of inmates' property, updating inmate inventory and property pursuant to applicable stated and federal law and department policies, and entering information into the department record system.
6. Verifies department information by reviewing and analyzing information regarding inmates accepted into and/or released from the jail, and by updating court-related documentation regarding inmate court appearances and case dispositions.
7. Under the direction of Jail medical staff, administers routine medical care, including distributing medications, performing first aid, taking vitals, and supervising the care of inmates with chronic ailments.
8. Testifies and presents reports, documents, and other evidence at legal proceedings.
9. Maintains absolute confidentiality regarding co-workers, inmates and department operations.
10. Prepares work to be accomplished by gathering and sorting department documents and information.
11. Maintains professional and technical knowledge relative to job responsibilities by attending educational seminars and workshop; reviewing professional publications; establishing personal networks; and participating in professional societies.
12. All other duties as assigned.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:**

**A. Education/Knowledge:**

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major field of study or emphasis:
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

**B. Licensure/Certification:**

<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>Valid Wisconsin Drivers License and adequate auto insurance,</li> <li>Must possess (or obtain within mandatory time limits) and maintain valid Wisconsin Jail Officer Certification.</li> <li>Additional certificates, licenses or registrations may receive additional consideration upon initial application.</li> <li>Ability to administer First-Aid &amp; C.P.R., maintaining certification in both.</li> </ul>

**C. Required Work Experience:**

<input checked="" type="checkbox"/> <b>In addition to Education/Licensure</b> <input type="checkbox"/> <b>Instead of Education/Licensure</b>
Prefer experience in a law enforcement field or graduation from a technical college or accredited school with a degree in public safety or related field. Must be able to pass an extensive pre-appointment background investigation.

**SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:**

<ul style="list-style-type: none"> <li>Ability to read, interpret and communicate documents, instructions, maps and laws in the English language.</li> <li>Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications.</li> <li>Flexibility to work non-traditional hours.</li> <li>Ability to organize and schedule time, and work effectively with co-workers to complete assigned tasks.</li> <li>Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.</li> <li>Ability to understand and operate the computers and software packages used by the department.</li> <li>Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.</li> <li>Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.</li> <li>Ability to work independently (without constant supervision and specific assignment) and cooperatively with others, and to work in a stressful and adversarial environment.</li> <li>Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense.</li> <li>Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.</li> <li>The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee frequently is required to sit or walk for extended periods of time; stoop, kneel, crouch or crawl, climb, balance and smell. May be required to lift and/or move up to 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.</li> <li>Ability to operate the following equipment: Telephone, Squad Car, Radio, Handcuffs, R.A.C.C. Belt, Defensive Weapons, Flashlight, Intoximeter, Tazer Gun, Safety Equipment, Computers, Chemical Agents, Defibrillators.</li> </ul>
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**SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:**

<b>Titles of Positions Supervised:</b>	<b># of Employees:</b>
N/A	

**SECTION VI: JOB DESCRIPTION APPROVAL:**

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>Human Resources Signature:</b>	<b>Date:</b>

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.