

# COUNTY OF BUCKS

<b>JOB TITLE:</b>	CORRECTIONS OFFICER	<b>JOB CODE:</b>	346
<b>DEPARTMENT:</b>	Department of Corrections	<b>UNION:</b>	01
<b>FLSA STATUS:</b>	Non-Exempt	<b>GRADE:</b>	346
		<b>REVISION DATE:</b>	02/2017

## POSITION SUMMARY:

General duty corrections work maintaining security and discipline in the Bucks County Correctional System on an assigned shift. Work includes responsibility for supervising offenders at a work location, in housing units, transporting to and from outside appointments and between institutions and in the performance of general tasks as required. Work is performed under the supervision of higher-level corrections personnel. Work involves regular exposure to unpredictable conditions and occasionally requires the expenditure of physical effort in restraining and subduing offenders.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Patrols an assigned area of any of the four correctional institutions; supervises offenders in housing units; and observes offenders to detect or prevent disturbances.
- Escorts offenders throughout the institution; assists in maintaining order in recreation areas; enforces institution rules; and oversees the work of offenders in routine cleaning and laboring operations.
- Stands watch to prevent escapes and to regulate the admission of visitors to the institution.
- Operates security control centers, regulates movement of individuals between areas of the prison/community corrections; maintains telephone, public address and electronic communications; and maintains current records of offender population and their whereabouts.
- May operate automotive equipment in transporting offenders and patrolling prison perimeter.
- Ability to react to change productively and to handle other tasks as assigned.
- Daily contact with incarcerated individuals and employees; meet and deal professionally with visitors and volunteers.
- May be required to perform additional work that follows prescribed or well-established procedures that can be learned within a reasonable time by training on the job. More detailed instructions, as to the nature of the duties, will be given to employees at the beginning of work.
- Occasionally requires physically restraining and subduing offenders.
- Ability to adapt to changing technological innovations.
- Ability to work forced overtime with little or no notice.
- Ability to learn the attitudes and group habits of offenders in custody.
- Ability to learn and enforce, with firmness and impartiality, a wide variety of correctional institution rules, regulations and disciplinary measures.
- Ability and willingness to carry out detailed orders.
- Ability to establish and maintain effective working relationships with offenders and associates.
- Ability to act quickly and calmly in an emergency.
- Ability to read orders and instructions.
- Ability to write understandable and readable reports.
- This position carries a one year probation period.

- Other duties as assigned.

**QUALIFICATIONS REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school graduate or equivalent
- Must pass a pre-employment physical fitness test. Check [www.buckscounty.org](http://www.buckscounty.org) website for details on test.
- Keyboard skill of 20 WPM
- Basic skills for computer and mouse
- Requires a valid proper class motor vehicle operator's license prior to appointment and during tenure as a Corrections Officer.
- Ability to perform duties while "locked" inside a correctional facility in direct contact with incarcerated offenders.
- Must successfully complete the Department of Corrections' Basic Training class.

Position: Corrections Officer

**FUNCTIONAL REQUIREMENTS:**

Physical Demands: (Check all that apply)

Balancing	X	Stooping	X	Pushing	X
Climbing	X	Crouching	X	Pulling	X
Crawling	X	Kneeling	X	Handling	X
Standing	X	Sitting	X	Talking	X
Turning	X	Reaching	X	Hearing	X
Seeing	X	Color Vision	X	Depth Perception	X
Mobility	X				

Lifting: (Check one)

	A) Light	(20-25 lbs)
	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
X	D) Very Heavy	(over 100 lbs)

Carrying: (Check one)

	A) Light	(10-25 lbs)
	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
X	D) Very Heavy	(over 100 lbs)

Aptitudes: (Check all that apply)

Form perception	X	Problem solving	X
Motor coordination	X	Working speed (ex.wpm)	X
Finger dexterity	X	Manual dexterity	X
Computer/VDT ability	X	General learning ability	X
Clerical perception	X		

Environmental Conditions: (Check all that apply)

Extreme cold		Extreme heat	
Temperature changes	X	Wet conditions	X
Humid conditions		Exposure to fumes	X
Exposure to blood and body fluids	X	Noise and vibration	X
Exposure to chemicals	X	Poor ventilation	
Inclement weather conditions; Inside/outside weather conditions	X		

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I certify I am able to perform each and every essential function of the job for which I have applied, with or without a reasonable accommodation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_