

OPEN



**DETENTION –
CORRECTIONS OFFICER
(JAIL & GEIGER)
Posting No. 13-132**

**SPOKANE
COUNTY
HUMAN
RESOURCES
DEPARTMENT**

(RE-OPENED 2/18/14; revised 3/5/14)

EMPLOYMENT OPPORTUNITY

OPENING DATE: September 30, 2013
CLOSING DATE: March 21, 2014, 4:30 p.m.
FLSA STATUS: Non-Exempt

SALARY RANGE: Jail: \$20.08 - \$25.78/hour
Geiger: \$20.59 - \$26.43/hour
DEPARTMENT: Detention Services

WHO MAY APPLY (OPEN)

This recruitment is open to all applicants meeting the minimum requirements.

NOTE: This recruitment will be used to fill multiple vacancies (Jail and Geiger) immediately and will remain open for six months in order to fill upcoming vacancies in Detention Services – Jail and Geiger. Applicants need only apply once during the six month open recruitment period.

HOW TO APPLY

Submit the following required materials:

- Spokane County Employment Application

FAILURE TO SUBMIT THE REQUIRED APPLICATION MATERIALS MAY ELIMINATE YOUR APPLICATION FROM CONSIDERATION.

EXAMPLES OF DUTIES

Performs custody duties which include pat and strip searching inmates, monitoring inmate work assignments, inspecting inmate quarters in facility buildings to detect contraband, conducting urinalysis and/or breath analysis tests, conducting counts and security checks, and assisting medical staff in caring for the health of inmates and/or rendering first aid as necessary.

Prepares and transports inmates to court, medical and/or dental appointments, hospital transports, guard duty and agency transports.

Serves warrants, subpoenas, writs and other legal papers. Oversees food service, routine cleaning and the personal hygiene of inmates. May be required to assist in fingerprinting and photographing individuals.

Testifies in court or hearings, as required.

Follows facility temporary release procedures including punching time clocks, and ensuring that inmates assigned to work release sign out; and, follows facility re-entry procedures including identifying persons, unlocking security doors, punching time clocks, and allowing work release inmates to secure property.

Follows facility release procedures including booking in and out, positive identification of inmates, reviews release paperwork and returns personal belongings to that inmate with proper documentation when they are released through established procedures of bail, court order, or as directed by an appropriate authority. Operates the security doors that facilitate the release.

Follows facility booking procedures including identifying persons, receiving, searching and booking incoming inmates, unlocking security doors, ensuring intake paperwork is correctly completed and issuing the proper supplies and storing personal effects according to established policy and procedure.

Answers inmates' questions regarding the facilities rules, regulations, and policies and procedures.

Maintains custody and control of inmates by enforcing facility rules and maintains safety and discipline according to established regulations and policies and procedures.

Supervises resident living areas, and ensures that cleaning procedures and activities are being

See other side for important additional information

1229 WEST MALLON, SPOKANE, WA 99260-0230
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followed. Supervises inmates during meals, visiting, and outings in the community.

Checks court orders for release and/or detention of inmates.

Maintains and writes routine records and reports. Observes significant behavior changes and/or problems in inmates and reports such incidents to the appropriate staff.

Performs other related work as required.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE: High school graduate or hold a GED certificate –AND- a minimum of two (2) years of full time responsible work experience post High School. Please note: Related college coursework (such as Psychology, Sociology, Social Work, Criminal Justice, etc.) may substitute year for year for experience.

LICENSE: Must possess a valid, lawful driver's license and have no more than four (4) moving violations in the three (3) years preceding the application.

SPECIAL REQUIREMENTS: Applicants must take and pass a Physical Ability Test (PAT) exam as part of the hiring process. This test includes sit-ups, push-ups and running. A minimum requirement must be achieved in each physical category in order to pass this exam. Further, applicants selected for Corrections Officer positions will be required to successfully complete the four (4) week Washington State Criminal Justice Training Commission Corrections Officers Academy within the first six (6) months after appointment.

PLEASE NOTE: Background inquiries shall be completed prior to appointment to positions. The background investigation will include a polygraph examination, a psychological evaluation and a medical evaluation.

Minimum age is 21. Good physical condition; height and weight proportional and sufficient for physical restraint of prisoners; vision at least 20/100 without corrective lens, corrected to 20/20 in the good eye, and 20/30 in the lesser eye. Normal color vision; normal hearing. U.S. citizen, able to read and write the English language. Record free from felony conviction or excessive traffic violations.

Must be free of any physical, emotional, or mental conditions which might adversely affect performance as an Officer as determined by a medical and psychological exam.

Lateral Entry Qualifications:

In order to qualify as a Lateral Detention - Corrections Officer Applicant, the following minimum requirements must be met:

- Must meet all of the same minimum requirements as an Entry Level Detention -Corrections Officer Applicant and;
- Must hold a current certification as a Corrections Officer (a copy of this certification must be attached to application) and;
- Must have satisfactorily completed a probationary period with current/prior law enforcement agency and;
- Must have satisfactorily completed at least two (2) continuous years of service assigned to a corrections facility or other similar department after the completion of

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. Postmarks will not be accepted.

NOTES

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

a Field Training Program; The Director reserves the right to review and accept or deny other duties or assignments which may be considered for a lateral entry.

- Any lateral applicant who has been out of full-time Corrections Officer status for longer than five (5) years must attend the Washington State Basic Corrections Academy to be recertified.

SELECTION FACTORS

Knowledge of:

- basic requirements for effective supervision of people under adverse circumstances.
- dealing with people regardless of race, religion, socioeconomic or ethnic backgrounds.
- report writing and maintenance and/or documentation of records.

Ability to:

- read, comprehend, and enforce facility rules and regulations.
- learn booking/releasing, arraignment and jail recording keeping procedures.
- handle emergency situations in an efficient and calm manner, acting quickly and effectively.
- maintain records and reports and communicate effectively orally or in writing..
- intervene in crisis or violent situations and use force to restore order or calm inmates in potentially hostile situations.
- deal effectively with inmates, staff and the general public.

- maintain effective supervisory relationships over inmates in custodial care and on work details.
- qualify in defensive tactics and hostage survival, CPR and basic first aid.
- handle firearms safely and fire them accurately.
- maintain control of own temper to remain in charge of situations.
- demonstrate a high level of professionalism and personal ethical behavior.
- (Within the last five years) show no past convictions for DUI or a suspended driver's license.

Skilled in:

- the use of personal computers.
- effective oral and written communication skills, including good independent judgment and de-escalation techniques.
- accurately maintaining documentation.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

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SELECTION PROCESS:

Initial screening will be solely based on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority based on your qualifications will review your application materials. The hiring authority may interview top candidates. This process may be subject to change.

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