



CITY OF FIFE

POSITION OPENING

5411 23rd St. East, Fife, WA 98424 www.cityoffife.org
HUMAN RESOURCES humanresources@cityoffife.org (253) 896-8609

CORRECTIONS OFFICER

Open Until Filled. First Application Review: Wednesday, January 28, 2015

POSITION: Corrections Officer, Full-time, Non-Exempt, Union

SALARY: starting at \$4,367.50/month + Excellent benefit package including healthcare, employer HSA contributions, retirement plan, leave benefits, life & disability insurance, automatic pay increases, great work environment, and much more

BASIC FUNCTION:

This position is responsible for prisoner processing and detention. Work involves performing a variety of duties related to the effective operation of the city jail. Primary responsibility is for processing prisoners into jail, ensuring their safekeeping while in jail, and processing out of jail. Work requires a considerable amount of contact with prisoners who may use abusive language or become violent; with citizens in explaining provisions of ordinances. Error in work can result in being assaulted by prisoners, prisoners escaping or prisoners not being given medications on time. Work is performed in the jail or outdoors in a variety of weather conditions and requires the occasional safe operation of a van or automobile.

The Corrections Officer reports directly to a Sergeant. After an initial training period, employee performs duties without direct supervision except for unusual or difficult problems occasionally encountered when assistance or advice may be required. When working in jail, employees may be responsible for assigning duties to jail trustees.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Receives prisoners from arresting officers and books prisoners into the jail facility taking pictures and completing and maintaining a variety of records.
- Searches prisoners, inventories and secures prisoner's property.
- Applies physical force required if necessary to restrain an intoxicated, rowdy, or abusive prisoner.
- Directs the activities of trustees or personally prepares and serves meals to prisoners, cleans jail areas and other related duties; issues jail clothing, bedding and personal items to prisoners.

- Escorts visitors and prisoners to and from court hearings, ensure that jail standards are being enforced.
- Coordinates medical services for prisoners,
- Explains provisions or ordinances to citizens and attempts to obtain compliance.
- Works rotating shifts including nights, weekends and holidays.
- Performs related duties as required

KNOWLEDGE AND ABILITIES:

ABILITY TO:

- Communicate clearly both verbally and in writing
- Read, write and understand the English language
- Learn and enforce jail standards and department regulations concerning the operation of the City's jail
- Safely operate a City vehicle in a variety of weather conditions
- Safely restrain and transport prisoners without personal injury
- Remember details and accurately maintain a variety of records
- Complete mandatory job-related training requirements
- Establish and maintain positive, effective working relationships with supervisor, coworkers, trustees, police personnel and the public
- Deal with the public in a pleasant and courteous manner
- Demonstrate physical strength and agility necessary to perform the essential functions
- Maintain composure and self-control under adverse conditions
- Use common sense and be flexible in all matters

EDUCATION AND EXPERIENCE:

Required: Must have High school diploma or equivalent. Must have a valid Washington State driver's license and a Food Handler's Permit (health card) at time of appointment. Will be required to take the Public Safety Testing Exam and pass with a score of 70% to continue in the employment process. Must successfully complete the Corrections Officers Academy within the first six (6) months of employment or be a lateral entry that successfully completed the Washington State Corrections Officers Academy.

In accordance with WAC 296-24,296-62, and 296-155, the training needs for this classification include the following: first aid, protective equipment, fire suppression, hazard communication, and bloodborne pathogens.

In accordance with FMC 2.52.310, must be a U.S. Citizen 21 years of age or older.

WORKING CONDITIONS:

ENVIRONMENT:

- Jail facility or outdoors in a variety of weather conditions

PHYSICAL ABILITIES:

This position requires the physical strength to exert force and/or occasionally lift or carry objects weighing up to 70 pounds; the ability to perform tactical self-defense in the event of an escape attempt by a prisoner; the ability to restrain a prisoner; the endurance to frequently move about from location

to location on foot; and the ability to see and hear constantly. Frequently required to remain seated or standing for extended periods; frequently reaches and uses hands, arms and/or feet and legs, including carrying, pushing, pulling, handling and grasping; repetitive hand motion associated with computer data entry; and periodically required to kneel, crouch, bend, stoop or crawl.

THE CITY HAS A TOBACCO AND DRUG-FREE WORK ENVIRONMENT

TO APPLY:

Complete an application obtained from: City Hall, 5411 23rd St. East, Fife, WA, or print the application from our website at www.cityoffife.org. Emailed, mailed, or in-person applications will be accepted. Faxed applications not accepted. Applications submitted without required information will be rejected. Equal Opportunity Employer. If you need an accommodation for either the application or interview process please let us know prior to submitting the application.

Union Status	Fife Police Guild Non-Commissioned
FLSA Status	Non-Exempt
Salary Range	
Adopted	
Last Revised	01/13/2015

The statements contained herein reflect general details as necessary to describe the principal functions for the job, the level of knowledge, skill and ability typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

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

Class specifications are only intended to represent a descriptive summary of the range of duties and responsibilities associated with specific positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.