



**CORRECTIONS OFFICER (LATERAL & ENTRY LEVEL)**  
**(special requirements for lateral entry candidates are noted)**

**DEPARTMENT:** SHERIFF'S OFFICE

**REPORTS TO:** Jail Administrator

**PAY** \$3,457.00 to \$4,449 per month DOE

**JOB OBJECTIVES:**

Maintains the security of inmates and records of the Okanogan County Correctional Facility to contribute to the welfare of the inmates and protection of the County residents.

**ESSENTIAL JOB FUNCTIONS:**

- Receive prisoners into custody, type input of personal data information, sign off warrants, search and take identification data such as fingerprints and photographs.
- Collect record and store personal property including money and other valuables. Record personal data information on required logs and files, check computer for outstanding warrants and prisoner background information.
- Receive and record payment of bail and money intended for inmates, conduct head counts and make searches for contraband materials.
- Orientate inmates on regulations and procedures within the correctional facility, enforce rules and regulations according to standard operating procedure, and participate in inmate disciplinary proceedings and hearings as assigned.
- Summon medical attention for inmates on an emergency basis; deliver and dispense medication per instructions and deliver inmates to sick call.
- Oversee food services for inmates; oversee activities of inmates in regards to recreation, visitation time and counseling interviews with attorneys, social workers and other authorized personnel; assume responsibility for movement of inmates within the assigned areas of the correctional facility; and assign and direct work of trustees and other inmates in the cleaning and maintenance of the correctional areas.
- Control all inner security doors within the correctional facility; watch for potentially dangerous situations and other improper correctional conditions; answer phone calls and relate approved information concerning prisoners to relatives, attorneys, probation officers and police officers; and respond and handle emergency situations, such as man down, fire or riot.
- Coordinate the District and Superior Courts to assure that prisoners appear as scheduled for trial; escort and transport prisoners to courts, medical facilities and other facilities or institutions, and check commitments according to proper procedure.

- Release inmates by following established procedures for releases, such as posting bond, payment of bail, any personal recognizance and as authorized by the courts.
- Write reports concerning any problems or emergency situations or occurrences within the correctional facility.
- Maintain accurate and complete jail records. This involves a variety of activities including recording personal information and photographing inmates for identification, inventory and security of personal effects, completing and maintaining health records and treatment cards, recording inmates time, served or detained, recording outside appointments (including court appearances) and time in and out on a daily basis, maintaining a log of inmate telephone calls at the time of booking, documenting visitors (including attorneys), and maintaining individual inmate's financial account for minor, personal purchases.
- Perform a variety of other duties as assigned.

**REQUIRED QUALIFICATIONS:**

- 21 years of age
- Typing skills 20 wpm
- United States Citizen
- Valid Washington State Driver's license
- High School graduate or equivalent (G.E.D.)

Applicant cannot have been convicted of any felonies. Background investigation, psychological and polygraph exams conducted on successful candidates. Hiring is provisional, based on outcome of psychological evaluation.

**SPECIFIC LATERAL ENTRY REQUIREMENTS:**

- Must be currently employed as a full-time employee of a public law enforcement agency in a comparable position to that being applied for.
- Must have successfully completed that agency's probationary period and have successfully completed the Washington State Criminal Justice Training Commission's Basic Corrections Academy, or be qualified to take the one week Washington Equivalency course.
- Must have been employed continuously for the past 24 months in the public law enforcement agency where he/she is currently employed.
- Must successfully pass the entry level Civil Service Examination process, consisting of a written examination, a physical ability test, an oral interview and meet all minimum requirements for the position.
- Provisional hires must pass a psychological profile test and a polygraph examination. A provisional hire is not to be confused with a provisional appointment, as defined in RCW 41.14.060 Section 7.

**DESIRED QUALIFICATIONS:**

- Bilingual
- Prior Jail experience
- Computer skills

**EQUIPMENT USED:**

- Radio (Multi-channel)
- Typewriter
- Adding machine
- Recorder (Visual/Audio)
- Phones
- Surveillance equipment
- Security equipment
- Copy machine
- Computer

**WORKING ENVIRONMENT:**

This position is subject to the potential of assault in the jail or while transporting prisoners. Physical effort may be required to maintain security in the jail.