

Job Title: Corrections Corporal	Job Code:
Reports to: Warden	FLSA Status: Non-Exempt
Department: Prison	

PURPOSE OF CLASSIFICATION

The purpose of this classification is to ensure the safe, legal, and humane custody and care of people who are incarcerated in the Effingham County Prison. Employees in this classification may also supervise visitation.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Two years' experience as Correctional Officer II with no adverse actions.

Assist with interviewing candidates; set up new employees with VPN and Scribe access with the State.

Screen employees and visitors along with any property in their possession upon entering the front lobby to ensure that no contraband enters into the facility.

Monitors the facility's camera system.

Ensure that inmates have their required ID cards.

Update daily movements in Scribe as inmates arrive and depart the facility. Review the facility count in comparison to the state; ensure inmates current assignments.

Assists with supervising and observing inmate activity within the prison, monitors inmates during visitation.

Transports inmates to work details, court, and medical facilities as needed; transfers inmates to the custody of correctional officers who supervise outdoor work details.

Conducts head counts in accordance with Georgia Department of Corrections Standard Operating Procedures to provide security.

Makes rounds of prison for the purpose of maintaining security, checks locks, fences, alarms, and other security devices.

Assists with searching prisoners entering the facility from outside details; assists with receiving, searching, and releasing inmates being transferred to and from the facility and completes all required paperwork; assists with supervising inmates during meal times, yard calls, visitation, telephone, and when mail is opened; assists with administering medication, first aid, and responds to inmate requests for medical attention; assists with supervising routine cleaning and maintenance activities within the prison.

Accompany inmates from one area of the prison to another.

Screens incoming mail, packages, and vehicles for contraband.

Prepares or completes various forms, reports, correspondence, or other documents.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation.

Communicate with supervisors, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; must possess and maintain a valid Georgia driver's license. Must possess and maintain a valid POST certification in corrections and weapons certification.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction:

Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability:

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors:

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.