

# ANDROSCOGGIN COUNTY GOVERNMENT

## CORRECTIONS DIVISION

### JOB DESCRIPTION

**TITLE: Corrections Officer**

**QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Completion of college work, military duty or relevant work experience desirable, but not required.
3. Must receive a passing grade on the Alert Test, or MCJA Corrections Academy graduate.
4. Possession of a valid driver's license.
5. Sufficient physical ability to meet the Department's essential functions.
6. Such alternatives to the above qualifications as the Commissioners and Sheriff may, in their discretion consider equivalent, appropriate and acceptable.

**REPORTS TO: Shift Supervisor & Assistant Shift Supervisor**

**SUPERVISES: Offender Population**

**MAJOR JOB RESPONSIBILITIES:**

1. Ensure safety and security of facility, staff, community and offenders in accordance with Maine Jail Standards and ACJ Policy & Procedures.
2. Must be able to keep accurate written records and show proficiency in report writing in accordance with Maine Jail Standards and Maine Criminal Justice Academy training.
3. Demonstrate the proper demeanor and technique to communicate verbally in an effective manner with all staff, offenders and community.
4. Ensures offender's Constitutional Rights are not violated, within correctional custody, in accordance with Maine Jail Standards.
5. Ability to recognize and refer offenders to needed, requested and/or appropriate resources.
6. Must be knowledgeable of and abide by Androscoggin County's Standard of Conduct, Code of Ethics and Policy & Procedures.
7. Officers are required to properly utilize all equipment within their control and to ensure it is in good working order.
8. Officers are required to ensure assigned work areas are kept in a clean and sanitary condition.
9. Officers are required to successfully complete all ACJ/MCJA pre-service training classes with a minimum combined grade point average of 80 percent.
10. Must provide intermittent supervision of all inmates in accordance with Androscoggin County Jail Policy & Procedures.
11. Must be familiar with Androscoggin County Jail's use of force policy and act appropriately and responsibly in assessing, and using restraints.
12. Must be knowledgeable and enforce all inmate specific Policy and Procedures.
13. Officers are responsible for working at the discretion of the Sheriff, Chief Deputy, Jail Administrator and Assistant Jail Administrator.