



**JOB POSTING  
CORRECTIONS OFFICER  
SHERIFF'S DEPARTMENT**

**Applications will be accepted until the position is filled**

**JOB SUMMARY:**

Under the direct supervision of the Jail Administrator, the Corrections Officer shall be responsible for providing security, care, custody and control of inmates at the Taney County Jail. The Corrections Officer may be assigned to different posts, areas and/or shifts, depending on operational needs. Open communication with supervisor is key for this position

**RESPONSIBILITIES AND DUTIES**

- Process inmates into and release inmates from jail
- Move inmates between cells
- Inspect inmate cells for unauthorized goods
- Assign, supervise and inspect the work of inmates engaged in on-site clean up
- Maintain various jail records and logs and write daily reports
- Review policies and procedures on a periodic basis
- Detect and recognize potential hazards in the facility for the safety of the inmates
- Interact and communicate effectively with inmates and staff to maintain order in the facility
- Use sound judgment, self-control and common sense to quickly de-escalate hostile situations when they arise

**QUALIFICATIONS AND SKILLS**

High School Diploma or GED preferred

Must be at least 21 years of age

Working knowledge of computer hardware, software and accessories

Knowledgeable of rules, regulations and State Statutes regarding housing of inmates

Ability to keep accurate records and create detailed reports

**SALARY:** \$ 13.50 per hour

**STATUS:** Full time, 40 hours per week

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at [www.taneycounty.org](http://www.taneycounty.org).**

**Posted:** \_\_\_\_\_ **Initials:** \_\_\_\_\_