



# JOB POSTING

*CORRECTIONS OFFICER*

*TANEY COUNTY SHERIFF'S DEPARTMENT*

**Applications accepted until the position filled**

**Candidates must be available to work any shift day or night, including holidays**

## **JOB SUMMARY:**

Corrections Officers shall be responsible for providing security, care, custody & 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 & release inmates from jail
- Move inmates between cells
- Inspect inmate cells for unauthorized goods
- Maintain various jail records and logs & write daily reports
- Detect & recognize potential hazards in the facility for the safety of the inmates
- Interact & communicate effectively with inmates & staff to maintain order in the facility
- Use sound judgment, self-control & common sense to quickly de-escalate hostile situations when they arise

## **QUALIFICATIONS AND SKILLS**

- Must be available to work any shift, day or night, including holidays
- 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 & State Statutes regarding housing of inmates
- Ability to keep accurate records & create detailed reports

**SALARY:** \$ 18.70 per hour

**STATUS:** Full Time

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).**

**Applications can be obtained at [www.taneycounty.org](http://www.taneycounty.org).**

**For information, please call (417) 546-7285.**