

Clinton County, Iowa  
Job Description

Clinton County Sheriff's Office

Job Title:	Civilian Correctional Officer (CCO)	Job Code: N/A
Department:	Clinton County Sheriff's Office	Pay Grade: N/A
Reports to:	Supervisor	FLSA: Non-Exempt
Salary Range	Per Contract	

**SUMMARY:**

A civilian correctional officer is assigned to the Clinton County Jail and is responsible for maintaining order by taking appropriate action to ensure the safety and security of all detainees in the Clinton County Jail. Enforcement of security rules, regulations, and procedures; receiving incoming detainees; comply with booking and release orders; supervise work detail; escort detainees to and from cells for visitation, medical treatment, and video court appearances, etc. Perform related duties as directed by jail supervisors.

**Essential Job Duties and Responsibilities:**

- Record facts to prepare reports that document incidents and activities
- Guard facility entrances to screen visitors
- Take Detainees into custody and escort to locations within the facility, such as visiting room or courtroom. Call Deputy when escort needed for outside of the facility.
- Ability to drive detainees with Deputy for transport reasons
- Use weapons, handcuffs, and physical force to maintain discipline and order among detainees.
- Conduct fire, safety, and sanitation inspections
- Provide to supervisors oral and written reports of the quality and quantity of work performed by inmates, inmate disturbances and rule violations, and unusual occurrences.
- Ability to communicate with detainees to help maintain order and settle disputes between inmates.
- Counsel detainees and respond to legitimate questions, concerns, and requests
- Maintain records of Detainees' identification and charges
- Conduct head counts to ensure that each Detainee is present
- Monitor conduct of Detainees in housing unit, or during work or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence
- Inspect conditions of locks, window bars, grills, doors, and gates at correctional facilities to ensure security and help prevent escapes.

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- Record information, such as Detainee identification, charges, and incidences of inmate disturbance, and keep daily logs of Detainee activities
- Search Detainees and conduct shakedowns of cells for valuables and contraband, such as weapons or drugs
- Collaborate with other offices and agencies to exchange information and coordinate activities.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Ability to work flexible hours including weekends, nights, and holidays.
- Process Detainees, and prepare and maintain records of Detainee bookings and Detainee status during booking and pre-trial process
- Handles difficult and sensitive situations involving staff or people and agencies outside of the unit's jurisdiction when the Supervisor is not available. Exercises judgment and discretion and makes decisions in emergency situations.
- Ability to handle stressful situations that could be life threatening.
- Ability to work in and around detainees that may have verbal and behavioral outbursts deemed inappropriate or offensive.
- Serve meals, cook meals when the cook is not available, distribute commissary items, and dispense prescribed medication to Detainees, hourly cell checks
- Ability to communicate and direct the activities of detainee visitors.
- Ability to both speak and write the English language is required. Ability to speak Spanish would be desired.
- Participate in required job training.
- Use nondisciplinary tools and equipment such as a computer.
- Performs other duties and responsibilities as assigned.
- Serve civil papers, no contact orders, assist with mental and criminal transports

### **Minimum Qualifications Requirements - (Education and Experience):**

High School Diploma or general education degree (GED). One must successfully complete Jail school within first 6 months. One must successfully complete orientation.

### **Minimum Qualifications – (Knowledge, Skills and Abilities)**

#### **Knowledge**

- **Law and Government** - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules.
- **Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Psychology** - Knowledge of human behavior and performance; individual differences in ability, personality, behavioral and affective disorders as it relates to the investigation and the validity of the witness.
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records. Ability to type reports in a timely fashion.
- **Telecommunications** - Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- **Sociology and Anthropology** - Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

### Job Skills

- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- **Speaking** - Talking to others to convey information effectively.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one
- **Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action

### Job Abilities

- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Speech Clarity** - The ability to speak clearly so others can understand you.

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- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
- **Speech Recognition** - The ability to identify and understand the speech of another person.
- **Observation Abilities** - The ability to see details at close range (within a few feet of the observer). Ability to see both the obvious and also the obscure.
- **Written Expression** - The ability to communicate information and ideas in writing so others will understand.
- **Information Ordering** - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Category Flexibility** - The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Fluency of Ideas** - The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity)

### **Tools and Technology**

- Digital video cameras, surveillance, and audio recorders
- Handcuffs
- Equipment issued for self and public protection
- Breathalyzers
- Ability to Drive car to training
- Integrated Automated Fingerprint Identification System IAFIS
- Email software
- Web browser software
- Microsoft Office software
- Electronic records and jail management software
- Cellular phone

### **Work Environment:**

- Primarily performs duties in an indoor office environment.
- May need to investigate in outdoor conditions that are unpredictable
- Ability to work in and around detainees that may have verbal and behavioral outbursts deemed inappropriate or offensive.

### **Physical Demands:**

- **Sitting/Standing:** Remaining in the seated position or on one's feet in an upright position for long periods of time.

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- Walking: Frequently.
- Lifting: Occasionally raising or lowering an object from one level to another (includes upward pulling) up to 50 lbs.
- Carrying: Occasionally transporting an object, usually holding it in the hands or arms, or on the shoulder.
- Fingering/Handling: Frequently seizing, holding, grasping, turning, picking, pinching, or otherwise working with hand, hands, or fingers (e.g. operating a computer and other office machinery, preparing written materials for public distribution).
- Talking: Frequently expressing or exchanging ideas by means of the spoken word to impart oral information to others, including members of the public, and to convey detailed spoken instructions to others accurately.
- Hearing: Frequently communicating with others, including members of the public. Must be able to interpret questions and exchange accurate information in these situations.
- Vision: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading; and determining the accuracy, neatness, and thoroughness of the work assigned. Some tasks require the ability to perceive and discriminate colors or shades of colors.
- Climbing, Balancing, Stooping, Kneeling, Crouching or Crawling – Occasionally. Frequency dependent upon investigation type and volume. Collection of evidence and search of cells may require the ability to knee, stoop, crouch, or crawl at ground level.
- Operation of Vehicle: required to be able to legally operate a law enforcement vehicle during both the day and night, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Pursuit: Ability to pursue fleeing Detainees and perform rescue operation which may involve quickly entering and exiting law enforcement patrol vehicles, lifting carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches, and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- Mental: Ability to endure verbal and metal abuse when confronted with the hostile views and opinions of detainees and other people encountered in an antagonistic environment.

### **Certificates, Licenses, Registrations:**

- Must possess a valid state driver's license.

### **Supplemental Information:**

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.