

Clinton County, Iowa
Registered Nurse- Corrections Job Description
Sheriff's Office

Job Title: Registered Nurse- Corrections	Reports to: Nurse Practitioner
Department: Sheriff's Office	Pay Band: C44
Revision Date: July 10, 2026	FLSA: Non-Exempt

SUMMARY: Provides comprehensive medical care to maintain the mental and physical health of the incarcerated population at the Clinton County Jail, ensuring timely, ethical healthcare through assessments, medication administration, and emergency response. Utilizes clinical judgment and evidence-based practice to address acute and chronic conditions, coordinate resources, and promote wellness. Under general supervision of the County Nurse Practitioner, works in collaboration with medical providers and correctional staff while ensuring safety, cost-efficiency, and compliance with standards and policy.

Essential Job Duties and Responsibilities:

- Administers medications to inmates, following all safety protocols including verification of the right patient, drug, time, dose, and route.
- Performs assessments for acute, chronic, and emergent medical and psychological conditions; determines appropriate course of action.
- Responds to medical emergencies and provides life-saving care or coordinates transport when necessary.
- Implements and follows through on Nurse Practitioner's orders, including labs, radiology, medications, follow-ups, and assistive devices.
- Coordinates medication orders and refills through County designated pharmacy and local providers.
- Documents medical assessments, treatments, and communications in jail systems, charting software, and Microsoft Office applications.
- Educates inmates on new diagnoses, medications, dietary needs, wound care, and treatment plans.
- Collaborates with County Nurse Practitioner, jail staff, and outside clinics to manage care and minimize unnecessary hospital transfers.

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- Restocks medication, inventory and emergency response carts as needed.
- Participates in department efforts related to accreditation/reaccreditation, performance management, quality improvement, and workforce development.
- Performs all other related duties as assigned.

Minimum Qualifications Requirements - (Education and Experience):

- Bachelor's degree in Nursing with six (6) months to one (1) year of experience in acute care nursing required: or an Associate Degree in Nursing and three (3) to five (5) years of experience in an acute care setting.
- An equivalent combination of education and experience that demonstrates the required knowledge and skills for this position may be considered.

Minimum Qualifications – (Knowledge, Skills and Abilities):

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to effectively utilize all office equipment.
- Ability to establish and maintain effective working relationships with co-workers, government officials, community groups, other law enforcement agencies and inmates.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Comprehensive knowledge of standard office practices, procedures, equipment, related hardware and software, and secretarial techniques.
- Thorough knowledge of practices and procedures for preparing and distributing prescription medications.
- Ability to learn specialized equipment and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy.
- Ability to uphold a positive image of the Clinton County Sheriff's Office.
- Requires proficiency in physical assessment, communicable disease management, and nursing care evaluation.
- Work safety policies, procedures, and practices including the use of personal protective equipment and proper handling and disposal of biohazard materials.
- Records maintenance and retention policies, procedures, and practices.
- Familiarity with correctional healthcare processes and documentation systems is essential.

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Language Skills:

- Ability to read and comprehend general business and legal documents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of law enforcement officials and patients.

Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of law enforcement information as appropriate.

Work Environment:

- Work is performed in the Clinton County Jail and requires exposure to potentially violent inmates, hazardous chemicals, contagious illnesses, and infectious diseases.
- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.

Physical Demands:

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.

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- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

- Possession of a valid license as a Registered Nurse issued by the State of Iowa.
- Required to obtain the Certified Correctional Health Professional (CCHP) certification within two (2) years employment with the cost to be paid by Clinton County.

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

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

Employee Signature: _____

Employee Printed Name: _____

Date: _____