

<b>JOB DESCRIPTION</b> (Steuben County is an equal opportunity employer)	
<b>Job Title:</b> Corrections Officer	<b>PT Pay Rate:</b>
<b>Reports to:</b> Corrections Officer of greater rank	<b>Date:</b> 05/27/2021
<b>Purpose Of The Job:</b> The Corrections Officer is responsible for the day-to-day operation of the Work Release program.	
<b>Essential Functions/Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Individual searches of detainees</li> <li>2. Escorting detainees to/from Work Release facility</li> <li>3. Redirect anti-social attitudes/beliefs and affirm pro-social attitudes and beliefs</li> <li>4. Maintaining log of shift events and conduct a thorough pass-down at shift change</li> <li>5. Monitoring of CCTV cameras</li> <li>6. Accountability of equipment</li> <li>7. Assist with office needs as directed</li> <li>8. Complete assigned training courses and maintain certifications</li> <li>9. Document all violations and process them appropriately</li> <li>10. Conduct drug screens as needed and maintain drug screen records</li> <li>11. Testify in court as needed</li> <li>12. Report any messages of significance to the appropriate people in an attempt to keep all staff up to date on current events</li> <li>13. Other duties as assigned by the Work Release Coordinator</li> </ol>	
<b>Qualifications:</b> <b>Education and/or Experience Preferred at Entry:</b> Experience dealing with offenders, Criminal Justice/Law Enforcement experience, 2 year college degree or equivalent experience  <b>Skills, Abilities, Special Licenses or Certificate:</b> Multi-tasking, Organized, Self-Motivated, Basic Computer skills, Ability and Willingness to Learn, Ability to work flexible, rotating hours. Understand and use the principles of evidenced based practices as a guide in interactions with program participants.	

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. Northeastern Indiana Community Corrections reserves the right to amend and change responsibilities to meet business and organizational needs.*

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date