



**Posting Open:**  
**01/07/2019**

**Posting Closed:**  
**01/16/2019**

**DEPARTMENT:**  
**Sheriff's Department**

**JOB TITLE:**  
**Correctional Officer**  
**(see attachment)**

**UNION:**  
**AFSCME 2025A**

**JOB CLASSIFICATIONS:**  
**Hourly, Grade 23**

**STARTING SALARY:**  
**\$20.22/hour**  
**40 hours per week**

**INTERNAL APPLICANTS ONLY**

Please submit resume, completed application to:  
Sheriff's Department  
1317 3<sup>rd</sup> Ave  
Rock Island, IL 61201

**ROCK ISLAND COUNTY**  
**CLASSIFICATION SPECIFICATION**  
**GRADE 23**

**TITLE:**        CORRECTIONAL OFFICER

01/01/95

**Characteristics of the Class:** Under general supervision, performs routine work in dealing with persons under confinement and includes the control, care, feeding and general welfare of inmates detained at the County corrections facility. Incumbent processes incoming and outgoing inmates, monitors and assists in daily inmate activities and maintains related records and reports. The employee receives continuing or individual assignments from the supervisor generally indicating work to be done, limitation, quality and quantity expected, deadlines and priority of assignments.

**Examples of Essential Functions:**

Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.

Admits and releases persons committed to the County correctional facility. Places inmates under confinement in cells or other areas as directed.

Maintains good order and conduct and is responsible for the care, general welfare and feeding of inmates as assigned. Ensures the cleanliness of the area of assigned responsibility. Transports inmates to various sites as required.

Exercises reasonable and/or special care or action, as the need dictates or as directed, in handling special or unusual inmates.

Performs routine checks of inmates and cell areas for contraband, escape attempts, unauthorized articles, weapons or other items.

Searches and removes all unauthorized personal articles and contraband from all prisoners.

Accepts, records, and stores personal possessions of inmates. Takes bond monies. Maintains accurate records.

Performs various clerical duties as required. Distributes and opens mail. Files records. Provides information to attorneys, courts, and general public.

Performs other related duties as required.

## **Minimum Requirements:**

### **A. Training and Experience**

High school diploma, GED or other certificate of competency supplemented by completion of an approved basic correctional officer training course, or an equivalent combination of experience and training.

### **B. Knowledge, Abilities and Skills**

Knowledge of the rules and regulations as applied to correctional work, and of the requirements of the consent decree.

Knowledge of the procedures, practices and methods of maintaining order and of supervising persons placed under restraint, and of their habits, attitudes and behavior.

Knowledge of first aid methods and practices.

Ability and willingness to learn the principles of criminology and penology.

Ability to react quickly and calmly in emergency situations.

Ability to understand and carry out oral written instructions.

Ability to express self orally and in writing.

Ability to relate to inmates and the public courteously, with tact, patience and impartiality.

Ability to observe and respond to situations promptly and objectively.

Skill in the use of standard office equipment such as the typewriter and telephone.

**Physical Requirements:** Task involves the continuous operation of hand and power tools and the full range of shop equipment to very exacting tolerances, calling for full coordination of sensory and manipulative ability in order to achieve full production to acceptable standards. Task may involve occasional heaving lifting or moving, but the emphasis is place upon the coordination and manipulation skills.

**Environmental Requirements:** Task may require frequent exposure to adverse environmental conditions.

**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires taste perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.