



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	<b>Correctional Officer</b>		
<b>Department:</b>	Berks County Jail System	<b>Reports To: (Title)</b>	<b>Deputy Warden of Custody</b>
<b>Effective Date:</b>	November 30, 2003	<b>Revision Date:</b>	June 14, 2021
<b>Wage Category:</b>	<input type="checkbox"/> <b>Exempt</b>	<input checked="" type="checkbox"/> <b>Non-Exempt</b>	
<b>EEO-1 Category:</b>	Protective Service	<b>Union Classification:</b>	Teamsters

### POSITION SUMMARY:

Controls and supervises inmates in open settings including housing units, recreation areas, and work details. Maintains physical security in the jail environment, provides inmates with direction, supervises visitors, and ensures that overall daily operations run smoothly and on time.

### POSITION RESPONSIBILITIES:

#### **Essential Functions**

1. Observes, monitors, and supervises the movement of inmates.
2. Ensures inmate compliance with rules and regulations by correcting negative behavior through positive reinforcement or a written report of violations to a supervisor for disciplinary action.
3. Conducts searches of inmates' cells and common areas for items of contraband.
4. Prepares reports on inmate misconduct, security issues, and general informational reports.
5. Conducts accurate inmate counts at prescribed times to ensure that all inmates are accounted for.

### PHYSICAL DEMANDS:

#### **Essential Functions**

1. Ability to stand for extended periods of time, often in excess of 3 to 4 hours.
2. Ability to lift/carry or assist another to lift/carry in excess of 100 pounds (occasionally), for a span up to ¼ mile.
3. Ability to transverse stairs up to four stories and climb ladders as required for duty assignments.
4. Ability to engage in physical exertion at any given moment in response to an emergency situation or to control or subdue a resisting inmate and supervise such actions.
5. Stamina to avoid health related issues and the ability to deal with stress daily.
6. Ability to walk at least one mile.
7. Ability to handle/operate all security, safety, maintenance, and other equipment relevant to the position, including but not limited to weapons/firearms, restraints, keys, radios, telephones, computers, copiers, air packs, vehicle, etc.
8. Vision correctable to 20/20 and hearing abilities that are natural or corrected to the normal range of hearing. May not be affected by color blindness to any degree which would prevent him/her from effectively performing job duties.
9. Ability to pull grill gates and doors (up to 30 lbs.) at least three times daily.
10. Ability to reach overhead at full arm's length regularly.

#### **Non-Essential Functions**

None.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Possess a high school diploma or GED certificate from an accredited agency.
- Must be at least 21 years of age or older - we will consider 18-20 years of age based on maturity and documented work experience.
- No felony convictions or misdemeanors for job related offenses. Not presently serving probation or parole.
- Have a valid PA driver's license.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent oral and written communication skills.
- Excellent planning skills, decision-making skills, and organizational skills.
- Participate and adhere to employee drug testing procedures.
- Must not knowingly give any false or misleading information concerning duties, responsibilities or actions at/to the facility or any member thereof, nor withhold any information that it is their duty to report, nor falsify any facility documents.
- Ability to complete all pre-employment screening.
- Ability to handle/operate security and safety equipment relevant to the position, including weapons/firearms, restraints, two-way radios, keys, and air packs, etc.
- Demonstrate acceptable inter-personal communication (IPC) skills as they relate to staff and inmates
- Ability to communicate effectively (in English) orally and in writing and demonstrate basic computer literacy.
- Attend and successfully complete the Berks County Jail System Correctional Officer Basic Orientation Training Program.
- Qualify with all the jail's duty weapons.
- Be certified in, or successfully complete as part of training, First Aid and Cardiopulmonary Resuscitation certification.
- Work in any Berks County Jail System facility at any post or position as assigned and needed.
- Be capable of working any shift, any day, including holidays and traditional weekends.
- Attend and successfully complete in-service training on any of the topics taught there.
- Ability to handle stress.
- Physical presence in the facility is required.

**WORKING ENVIRONMENT:**

- Requires working within the confines of a secure jail
- Requires working in loud, small, and communal workspaces
- Requires working in an environment where personal safety may be of concern
- Requires working in an environment where there is possibility of foul odors
- Requires working in extreme heat and/or cold
- Requires working beyond 8 hours a day daily.
- May require working an additional 8-hour shift (forced overtime) with little or no prior notice to ensure minimum staffing on the next shift.
- Requires working with inmates (prostitutes, drug addicts, etc.) in a potentially high-risk communicable disease environment (AIDS, tuberculosis, hepatitis, etc.), where some inmates are incarcerated for violent crimes including murder.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*

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**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

\_\_\_\_\_  
*Date*

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*Signature of Supervisor*

\_\_\_\_\_  
*Date*

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