

HARRISON COUNTY SHERIFF'S OFFICE
Job Description

Position Title: Corrections Specialist	Base Salary: \$29,075.00 Annually
Supervised By: Division Sergeant	

CHARACTERISTICS OF THE POSITION:

Under close supervision of the Sergeant, performs responsible, specialized clerical work of moderate difficulty involving the process of booking and releasing inmates in the Harrison County Adult Detention Facility. Specialists will not have physical contact with inmates, but will have to communicate verbally with them. Specialist performs a variety of tasks requiring application of judgment based on knowledge gained through experience and familiarity with the booking section's standard operating procedures.

SPECIFIC DUTIES:

Verifies submitted arrest affidavits and various types of booking documents, accurately entering the information in the computer system. Updates arrest or custody records when new information is received.

Verifies various types of work for completion and accuracy. Work requires frequent independent action and discretion on problems encountered.

Uses computer terminal to enter and retrieve information using various law enforcement data systems.

Communicates with other departments, other law enforcement agencies and the public. Completes public records requests in accordance with established guidelines. Notifies victims of crimes as required by law.

Accepts monies and surety bonds, accurately completing various receipts.

Informs inmate on how he/she is being released from custody giving special instructions regarding any conditions of release when applicable. Operates Iris recognition equipment ensuring correct inmate is being released and photographing inmate for the image file.

May be assigned to Booking Control ensuring that doors and gates are opened in a timely manner.

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Maintains a professional demeanor at all times.

Assists in training of personnel.

Participates in Sheriff's Office recruitment and community relations activities as directed.

ESSENTIAL FUNCTIONS:

Knowledge of state statutes, laws, ordinances and regulations applicable to corrections.

Knowledge of general office practices.

Knowledge of Standard Operating Procedures within the Inmate Booking Section.

Ability to learn, understand and follow the Harrison County Sheriff's Office Jail Management System.

Ability to type with reasonable speed and accuracy.

Ability to learn repetitive clerical and other related tasks.

Ability to understand, follow and provide information correctly and precisely; orally and in writing.

Ability to maintain accurate records, logs, and files.

Ability to answer and complete telephone inquiries accurately, quickly and professionally.

Inter-personal skills, possessing the ability to work harmoniously with fellow members and deal professionally with the public, sometimes in stressful circumstances.

Time management skills.

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

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An applicant for the position of Corrections Specialist within the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of Corrections Specialist who is no longer able to comply with the requirements of The Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

CHAIN OF COMMAND:

This position reports and is accountable to the Corrections Sergeant. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

EDUCATION AND EXPERIENCE:

1. Have a high school diploma or equivalent (GED);
2. Be at least eighteen [18] years of age;
3. Successfully complete Jail Officer Training course;
4. Complete first aid course and CPR course;
5. Complete training in fire prevention and evacuation of facility;
6. In lieu of these qualifications, a combination of other training and experience may be considered.

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