



HARRISON COUNTY SHERIFF'S OFFICE

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Grievance/Mail Officer

DIVISION: Corrections

CLOSING DATE: 11/09/2023

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

HARRISON COUNTY SHERIFF'S OFFICE Job Description

Position Title: Corrections Grievance/ Mail Officer	Base Salary: \$ 35,000.00 Annually
Supervised By: Warden	

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Office, officers and employees must have the ability to perform a variety of detention and support functions that are essential to the positions they fill. Therefore, individuals applying for or performing the duties of Corrections Grievance/ Mail Officer must be capable of performing all of the essential functions listed below:

- A. Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Manage Human Relations Problems;
- C. Engage in Physical Activities;
- D. Operate Transport Vehicles;
- E. Supervise Detained & Other Persons;
- F. Use Physical Force to Control Persons;
- G. Use Deadly Force;
- H. Conduct Searches & Seizures;
- I. Conduct Inquiries Into Observed or Reported Disciplinary and Criminal Activity;
- J. Provide Basic and Emergency Health Support; &
- K. Incident Scene Control and Testimony.

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

GENERAL DUTIES:

Corrections Officers of all ranks and employees performing detention and correctional duties for the Harrison County Sheriff's Office are required to conduct themselves professionally, and:

1. Protect life;
2. Protect property;
3. Prevent crime;
4. Prevent escapes;

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5. Enforce order, discipline, and strict compliance with health and safety standards;
6. Provide consistent and equal treatment for all detainees and inmates;
7. Enforce the laws of the state and other applicable ordinances;
8. Arrive to work at a specified time in full regulation uniform, unless otherwise instructed;
9. Protect all persons and property that may come under the corrections officer's charge or custody;
10. Be on duty in the prescribed uniform, and be mentally, emotionally and physically prepared to perform all required duties;
11. Remain on duty and fully conscious until the expiration of the shift, and/or until relieved by a supervisor;
12. Maintain a clean and professional appearance while on duty;
13. Complete, and turn in before the end of each tour of duty, all reports and necessary paperwork;
14. Maintain sensitivity and provide equality to all races, religions, sexes, and cultural groups confined in the detention facility;
15. Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public;
16. Attend and complete all required training and demonstrations of proficiency; &
17. Abide by all lawful policies and procedures, orders, and instructions issued by superiors of the Harrison County Sheriff's Office.

SPECIFIC DUTIES:

In addition to the essential functions and general duties outlined above, a Corrections Officer of the Harrison County Sheriff's Office performs the following specific duties. Meaningful deviations from these duties require prior written or direct approval of the Sheriff or designee. A Corrections Grievance/ Mail Officer will:

1. Administer the established grievance process assuring an accessible forum to address inmate grievances and complaints.
2. Classify all grievances according to the nature of the complaint filed.
3. Submit a daily report to the Captain of Security containing details of grievances answered.
4. Coordinate with Classification Staff to ensure new inmate arrivals receive notification of grievance procedures.
5. Ensure semi-annual staff training on grievance policy and procedures, rationale for grievance policy, and due process for inmates.
6. Provide to the security captain, on the first working day of the month, a written report that contains information relevant to determine patterns of problems and facilitate intervention.
7. Maintain all written grievances a minimum of three (3) years.

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8. Conduct random interviews with inmates in a confidential setting to ensure access to the grievance process. Interview no less than one inmate per housing unit per month.
9. Answer inmate requests as needed and enter into the computer after completion.
10. Enter all answered grievances into the computer after completion.
11. Ensure that a copy of all grievances and requests is placed in the inmate's custody file in Records.
12. Open, read, and examine inmate mail in order to discover, forbid, or eliminate objectionable or perceptible written expressions that suggest or plan treacherous or criminal activities.
13. Open and inspect all letters and packages for the purpose of detecting money, drugs, liquor, pornography, weapons and other tangible materials expressly prohibited by state and federal laws or in violation of HCADC rules and regulations.
14. Distribute mail and identify each inmate by checking the inmate's ID.
15. Perform other duties as assigned

CHAIN OF COMMAND:

This position reports and is accountable to the Warden. 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.

POSITION REQUIREMENTS:

All persons seeking employment as a Corrections Grievance/ Mail Officer with the Harrison County Sheriff's Office must:

1. Be a United States citizen;
2. Have a high school diploma or equivalent (GED);
3. Be at least twenty-one [21] years of age;
4. Possess a valid Mississippi Driver License;
5. Be subject to a thorough background investigation and personal interviews by department personnel;
6. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
7. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;
8. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;

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9. Undergo *physical* and *psychological* assessments by licensed professionals. If a physician or mental health professional identifies conditions that impede or prevent the individual from performing the essential tasks of this position, the applicant may not be eligible for employment as a jail officer with the Harrison County Sheriff's Office until such time as the issue or condition is resolved to the satisfaction of the original professional;
10. Meet academic and physical requirements for completion of the jail officer course and certification, as required by the state, or have successfully completed the required peace officer academy training;
11. If a licensed peace officer, the officer will also complete a jailer certification course as approved by the state.

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