



## **HARRISON COUNTY SHERIFF'S OFFICE**

### **JOB OPPORTUNITY ANNOUNCEMENT**

**POSITION:** IT Specialist – Corrections Certified

**DIVISION:** Information Technology

**CLOSING DATE:** 05/07/2024

**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**

<b>Position Title:</b> Information Technology Specialist/ Corrections Certified	<b>Base Salary:</b> \$ 45,000.00 Annually
<b>Supervised By:</b> Information Technology Coordinator	

**ESSENTIAL FUNCTIONS:**

The Information Technology Specialist monitors and coordinates the day-to-day operations of the Harrison County Sheriff's Office's LAN-based network and works closely with Information Technology Section members. The member performs various technical duties and tasks specific to the position including managing the inmate telephone and tablet technology.

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 IT Specialist must also 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.

The Information Technology Specialist may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

An applicant for the position of IT Specialist within the Harrison County Sheriff's Office who cannot perform these essential tasks will not be accepted. A current employee in the position of IT Specialist 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.

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**GENERAL DUTIES:**

IT Specialist/Corrections Certified positions 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;
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 general duties required, the Information Technology Specialist will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the Chief Deputy. The Information Technology Specialist will:

1. Use a basic technical skill set and good department business knowledge to deliver a variety of IT services to the department, varying from providing front-line personal computer and network support, performing basic End User Developer duties, performing tasks related to server operation and domain

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accounts, and operates standard and specialized electronic tools for testing network connectivity.

2. Any other duties assigned by the Information Technology Coordinator.

### **CHAIN OF COMMAND:**

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

### **POSITION REQUIREMENTS:**

All persons seeking employment as an Information Technology Specialist/Corrections Certified 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 10<sup>th</sup> 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;
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.
12. Two(2) year college degree in Computer Science or related technical fields preferred
13. In lieu of these qualifications, a combination of other training and experience may be considered.

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