

JOB DESCRIPTION
CITY OF JACKSONVILLE, ALABAMA

POLICE DEPARTMENT

CORRECTIONS OFFICER

RANGE: 9

CODE: 824

Non-Exempt

The City of Jacksonville is an Equal Opportunity Employer

JOB DEFINITION

This is a position that requires work in the municipal jail; general maintenance of buildings, grounds and general maintenance of police vehicles and equipment. The employee in this class plans the work load for the day and ensures that each project is completed in a timely manner. Work is performed under the general supervision of the police chief or a designated assistant.

ESSENTIAL FUNCTIONS

All duties listed may not be found in each position, nor does the list include all tasks, which may be assigned to positions in this class.

- Maintain cleanliness and repair of the municipal jail.
- Assist officers in the booking, releasing and housing of municipal arrestees and inmates.
- Prepare meals and cleaning of food preparation areas or picking up prepared meals and dispensing those meals to arrestees and inmates.
- Provide work assignments for prisoners who work out fines or community service through the Municipal Court.
- Transport sick or injured inmates to the hospital or mental health facility.
- Maintain the police buildings and grounds; perform minor repairs to police vehicles and equipment; ensure that equipment is taken to the proper location for service and/or repair and returned to its proper location.
- A person with a disability that is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodations
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of jail management and operations.
- Ability to understand and follow specific written and oral directions.
- Knowledge and ability to perform light maintenance on buildings and grounds.
- Knowledge and ability to make preliminary diagnosis of problems with police vehicles and related equipment.
- Knowledge of the geography of the city and location of important buildings.
- Good verbal and listening skills.

QUALIFICATIONS

- High School Diploma or equivalent.
- Experience in maintenance and repair work of building facilities and basic automobile care and maintenance.
- Be certified in jail management prior to hiring or within the employee probationary period.
- Must possess a valid driver's license and a driving record suitable for insurability.
- Ability to pass a background investigation.

SPECIAL REQUIREMENTS

- **Must obtain Hepatitis Series due to contact with inmates.**