COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: SEPTEMBER 1, 2015 **CLOSING DATE: OCTOBER 31, 2015**

TITLE: ON CALL CORRECTIONS OFFICER **BARGAINING UNIT: N/A**

DEPARTMENT: CORRECTIONS **HOURS PER WEEK: AS NEEDED**

ENTRY RATE: $8.50/HOUR

NO FRINGE BENEFITS

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate, college preferred. Valid driver's license. Minimum age requirement of 21 years. Excellent health. Successful completion of agility and basic skills test, REACT skills test and evaluation for Adult Correctional Facilities, psychological assessment, physical exam to include drug screen and interview. Ability to rotate shifts at least quarterly.

Applicants must submit:

a. **Completed job application and job bid forms**
b. **Signed and witnessed release of information form (background check)**
c. **A copy of their driver's license**
d. **A copy of their Social Security Card**
e. **A copy of their high school or college diploma**

KNOWLEDGE, SKILLS, & ABILITIES:

Ability to follow written and oral instructions. Minimum supervisory ability, use of good judgment and alertness. Ability to write accurate and concise reports. Basic computer knowledge to include familiarization with word processing.

DUTIES & RESPONSIBILITIES:

Communicate with and manage inmates by orienting new commitments with rules, procedures and general information of the facility; enforce all rules and regulations as well as sanctions for any violations; conduct cell inspections for contraband, damage and cleanliness. Observe, monitor and supervise offender movement, escort offenders in groups and restrict movement during scheduled counts and emergencies.
Maintain key, tool and equipment control by inspecting, reporting, and inventorying.

Maintain health, safety and sanitation standards. Communicate professionally with staff and offenders. Document incidents and write complete, concise and accurate reports. Participate in all training courses

DEFINITION OF CLASS:

This is a Per-Diem position responsible for the care, custody and control of incarcerated offenders committed to the Erie County Department of Corrections. This is inclusive of the main prison and the Community Corrections Center.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

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The Erie County Prison is a participant in the On-The-Job Training Program through the Department of Veteran's Affairs.

Veterans, National Guard, and Reservists can use their G.I. Bill Benefits and may be eligible to receive a monthly check from the U.S. Department of Veteran's Affairs (VA).