



KENT COUNTY EMPLOYMENT OPPORTUNITY

Kent County Human Resources Department, County Administration Building,
300 Monroe Avenue NW, Grand Rapids, MI 49503

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www.AccessKent.com/jobs

**Corrections Officer
Sheriff Department
701 Ball NE
\$22.33/hr. Full-time**

Job Responsibilities

In order to be considered, applicants must successfully complete the Corrections Officer examination through Empco, Inc. To register for an examination or for more information on Corrections Officer requirements, test dates, test locations and testing fee, applicants must visit the Empco, Inc. website at <https://www.empco.net/msa>.

This is an excellent opportunity for individuals interested in a career in the criminal justice field. The successful candidates will work in a modern, 1200 bed correctional facility and will function as part of a highly motivated, team-oriented group of corrections professionals. Officers have constant contact with inmates in a direct supervision housing environment and are solely responsible for the general supervision, safety and custody of up to 64 inmates in the Kent County Jail. Duties include observing inmate activities to detect unusual or prohibited behavior; monitoring the distribution of medication; conducting inmate counts; responding to calls for assistance; and preparing written incident reports. Individuals will conduct searches of inmates and cells, and supervise inmate workers, recreational activities, and visitations. Additional duties include ensuring that security systems and firefighting equipment are in operating condition. Corrections Officers must be able to act without direct supervision and exercise independent judgment and discretion in meeting emergencies and diffusing potential crises, and accept verbal harassment without losing composure.

Job Requirements

The position requires a high school diploma (or equivalent) and a responsible work history, preferably one which demonstrates increased responsibility through time and experience. Preference will be given to those candidates possessing an Associate's or Bachelor's degree in Criminal Justice or related field; and/or certification as a Corrections Officer in the State of Michigan; or Michigan Commission on Law Enforcement Standards (MCOLES) certified/certifiable. A valid Michigan driver's license (or eligibility for) is required. Must be a U. S. citizen and be eighteen (18) years of age or older. Must have good communication skills, the ability to prepare oral and written reports and be computer literate. Desire CPR and basic first aid certification. Bilingual ability beneficial. Upon completion of 12 month probation period must reside within 24 miles of the border of Kent County. Must be able to perform the essential functions of the classification and meet the physical standards required.

Physical Standards:

- Physical strength, agility and stamina combined with freedom from serious physical defects.
- Frequent standing and walking while supervising and observing inmates.
- Strength and dexterity of a degree to restrain inmates when necessary and carry inmates in emergency situations.
- Good speaking and hearing skills for monitoring purposes and giving instructions to inmates and exchanging information with other staff.
- Sensory skills intact to be able to detect smoke, fire and contraband carried or being used by the residents.
- Manual dexterity and sensory skills to be able to use cell controls, respiratory protection devices and other equipment.
- Adequate visual acuity with or without corrective lenses in each eye and adequate depth perception and peripheral vision to observe inmate activity.
- Frequent bending and stooping while performing inmate searches, cell searches, etc.
- Climbing stairs while escorting inmates.
- Frequent reaching and turning to answer telephones, intercoms, operating consoles and making observations.

In order to qualify to become a Kent County Corrections Officer, candidates are subject to detailed personal, work and criminal background investigations and drug testing. The successful candidate must be of sound character, demonstrate a responsible work history, be free of felony convictions and possess a good driving record. Applicants must be able to provide documentation of diplomas, degrees and relevant certificates and licenses.

Applicants must successfully complete the written pre-employment examination by December 21, 2012. Empco, Inc. will be conducting the written pre-employment examination and evaluating eligibility for further consideration.

Applicants who successfully complete the Empco, Inc. pre-employment examination and indicate interest in Kent County as an employer will be sent an application package via email with further instructions. Candidates who have been sent an application package as part of the May 2012 recruitment process will not be required to submit a new application package.

Kent County is an Equal Opportunity Employer.

"Kent County...where diversity and inclusion matter"