



COUNTY OF ST. CLAIR



HUMAN RESOURCES DEPARTMENT ANNOUNCES THE FOLLOWING JOB OPPORTUNITY:

REQUISITION NUMBER: 10-013
TITLE: Corrections Officer
DEPARTMENT: St. Clair County Sheriff – 1170 Michigan, Port Huron
WAGE RANGE: \$35,819 Annually
HOURS: Full Time
APPLY BETWEEN: April 9, 2010 through and including April 22, 2010 by 4:30 p.m.
OTHER INFORMATION: Open to Sheriff Department Corrections Officers and Professional Employees POAM members and the Public.

- *The Corrections Officer position is recruited once each year. Current and future vacancies that occur over a twelve month calendar period will be filled from the eligible candidate hiring list created from this posting according to funding and budget approval.*

GENERAL STATEMENT OF DUTIES:

To lawfully maintain custody and security of inmates and oversee inmate activity. To admit, maintain custody and discharge inmates according to State and Federal laws. To accurately prepare and maintain documents in accordance with Department policy. To oversee the health, welfare, and safety requirements of inmates. To maintain personal qualifications that may be required by the department to perform related work.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

Ability to physically and verbally control disruptive inmates.
Normal psychological profile and stability.
Ability to deal effectively with complex human behavior problems.
Ability to act quickly and calmly in emergencies.
Ability to work effectively with the public and other criminal justice employees.
Ability to comprehend and follow verbal and written instructions.
Ability to communicate effectively in both verbal and written forms.
Ability and willingness to enforce laws, rules and regulations with firmness and tact.
Must successfully complete the State of Michigan certification as a Corrections Officer when requested by this Department.

AN EMPLOYEE IN THIS CLASS, UPON APPOINTMENT, MUST HAVE THE FOLLOWING TRAINING AND EXPERIENCE:

Graduation from an accredited high school. Associates degree in Criminal Justice or Corrections preferred. Some responsible work experience. Ability to accurately enter and retrieve data from a computer terminal. Valid Michigan motor vehicle operator's license. Must have taken and passed the MCOLES written and physical tests prior to hire date. The MCOLES written and physical testing date must have occurred within twelve months of hire date. Familiarity with firearms and ability to obtain a Concealed Pistol License within one year from date of hire.

SPECIAL NOTICE TO APPLICANTS: *When submitting an application and/or resume please be sure to include evidence that the minimum required qualifications are met (copies of degree, certifications, and/or training, description of relevant experience, etc.).*

The applicant must include the requisition number from the title line on any application or resume submitted to insure the application is properly designated and processed. If the requisition number is not included, the applicant assumes full responsibility should the application or resume not be attributed to the desired position.

An Equal Opportunity Employer

Apply on-line at: www.stclaircounty.org