



## COUNTY OF ST. CLAIR



### HUMAN RESOURCES DEPARTMENT ANNOUNCES THE FOLLOWING JOB OPPORTUNITY:

REQUISITION NUMBER: 11-025  
TITLE: Corrections Officer  
DEPARTMENT: St. Clair County Sheriff – 1170 Michigan, Port Huron Twp.  
WAGE RANGE: \$35,819 Annually  
HOURS: Full Time/Part Time  
APPLY BETWEEN: April 26, 2011 through and including May 9, 2011  
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.*

#### **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:**

The preferred candidate will have an Associates Degree or two years work experience in a correctional facility in lieu of Associates degree. Graduation from an accredited high school or possession of a GED is required. Must possess a valid Michigan motor vehicle operator's license. Must have valid MCOLES physical tests prior to hire date. Possess a familiarity with firearms, and have the ability to obtain a Concealed Pistol License (CPL) within one year of hire date. A documented responsible work experience and ability to accurately enter and retrieve data from a computer terminal.

***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](http://www.stclaircounty.org)**