

CORRECTIONS OFFICER

JOB SUMMARY: Officers are responsible for the safety and security of inmates housed in Butler County Sheriff's Office correctional facilities. Within the first year of hire, the officer will be required to complete the Basic Corrections Officer Training.

Job duties include but are not limited to:

- Provides security within an assigned housing unit, supervises inmates and answers routine inmate questions
- Transports inmates within the facility
- Receives prisoners from law enforcement officers and adheres to established procedures for inmate processing, to include: searches, fingerprinting, photographing, securing inmate property, complete booking paperwork and enter data into the facilities computer system
- Ensures continued compliance with the policies and procedures of the BCSO, Post Orders, and all other rules and regulations governing incarcerated inmates
- Essential functions of this position are required to be performed within the workplace facilities and therefore, position is not subject to telecommuting
- Maintains files, records and data collection consistent with established records retention policies of the BCSO
- Performs other position-related duties as assigned, on specific projects and responsible for other related duties in support of the unit or Division as assigned by administration

JOB TYPE: Full-time

STARTING SALARY: \$29.27 hourly (negotiable with experience)

HOURS: Corrections is a 24/7 operation. Work hours and days will vary.

ADDITIONAL REQUIREMENTS: (A peace officer certification from OPOTA is not required) Must be 18 years of age or older at time of appointment. Position requires a high school diploma or GED. Applicants are subject to an extensive background investigation. TO APPLY FOR THIS POSITION

FULL-TIME BENEFITS PACKAGE INCLUDES: Ohio Public Employees Retirement System; Medical/dental, vision insurance; Health Improvement Programs; Wellness Program with participation rewards; Deferred Compensation Retirement Plans; Supplemental Life, Disability and Critical Illness Insurance; 35k Lincoln Life insurance policy (free); Employee Assistance Program; Flexible Spending Accounts (including Dependent Care FSA); Paid vacation and sick leave; Annual step increases and additional incentives available.