

**DEPARTMENT:** NIAGARA COUNTY SHERIFF  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 20, 2006

**CORRECTIONS OFFICER - SEASONAL**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and must exercise sound judgment when problems occur. The work is performed under general supervision of a higher-level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. Incumbents are appointed for a period not to exceed three (3) months. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell tier;
2. Locks and unlocks cells and access doors using mechanical and electrical devices;
3. Watches for unusual incidents or activities on the part of inmates involving violation of facility rules or a life threatening situation and reports these to supervisor either verbally or in writing;
4. Checks cell and corridor areas for faulty bars, gates, etc. and makes routine fire and safety checks;
5. Issues clothing and bedding and instructs inmates in its proper care;
6. Escorts visitors and observes inmate visitation;
7. Searches cells, frisks inmates and confiscates contraband;
8. Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
9. Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards;
10. Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
11. Listens to inmate problems, informs them of rules and regulations, and when problems cannot be resolved, makes referrals to appropriate staff;
12. May use chemical agents, weapons or restraining devices and protection equipment in case of fights or other disturbances;
13. Prepares a variety of records and reports related to the care of inmates and security of the facility;
14. May on occasion operate a variety of office equipment during the processing and preparation of reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates and the safety and security of the facility and department employees; Good knowledge of the layout and location of security personnel post assignments throughout the facility; Good knowledge of search and frisk methods; Working knowledge of the proper function of corrections facility security equipment, devices and safe use of chemical restraining agents; Working knowledge of human behavior in relation to corrections facility inmates; Working knowledge of first aid procedures; Ability to observe, interpret and report on inmate activity; Ability to verbally communicate rules and regulations of the facility to inmates; Ability to make quick decisions regarding facility security and personal safety in emergency situations; Ability to reason clearly; Ability to remember facts and information; Ability to prepare records and reports; Ability to read and interpret written materials; Sound judgment; Good powers of observation; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate level New York State drivers license at the time of appointment.