



## CORRECTION OFFICER (PART-TIME)

Dutchess County Jail

Salary: \$25.00/hour

This is a part-time non-competitive position. Employees in this class are responsible for the custody and supervision of prisoners, seeing that their personal needs are attended to, and maintaining security and order in the jail during an assigned shift. Assignments may involve the supervision of inmates on a jail floor, in a kitchen, laundry room, recreation yard, I.D. room, transportation, hospital, or transition programs, both within and outside of the facility. Work is performed under direct supervision philosophy; as such, Correction Officers must be adept at communication and effectively interact with inmates, including participating in organizational efforts designed to reduce recidivism.

**Part-time Dutchess County Correction Officers generally do not work more than 40 hours in any given week, Saturday through Friday, or more than an accumulative total of 1040 hours per calendar year.**

### **TYPICAL WORK ACTIVITIES:**

Maintains security and order; provides inmates with necessary cleansers and equipment, and directs cleaning operations and other work assignments; distributes mail to prisoners on the floor; distributes linen, bedding and personal supplies such as toothpaste and soap; makes floor inspection rounds at designated intervals and confirms with security check calls to main desk; maintains log book indicating any person entering or leaving floor and the destination, and any incidents which occur; calls main desk for assistance in case of fight, self-inflicted wound by inmate, or other incident; searches inmates for contraband when directed; watches inmates during recreation periods; assists in transportation of inmates to court, hospital and dental appointments; supervises inmates outside of the jail setting; may fingerprint and photograph inmates for identification and maintains such data in appropriate files; may actively participate in programs designed to give guidance and direction to inmates in areas related to behavioral issues and recidivism; does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

### **SPECIAL REQUIREMENTS:**

1. Age - Eligibility for appointment begins when a candidate reaches age 20.
2. Driver's License - Possession of a valid New York State Driver License is required at the time of appointment.
3. Citizenship - United States citizenship is required.

NOTE: **Training** Part-time Correction Officer *Trainees* will receive 4-weeks of on-the-job training and are required to successfully complete the New York State Department of Criminal Justice Services, Peace Officer Academy within 12 months of date of hire. Upon graduation from the Peace Officer Academy, trainees will be a New York State Certified Peace Officer.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

If you believe you meet the minimum qualifications, you may submit an application online at [www.dutchessny.gov](http://www.dutchessny.gov), or submit a written application to the Dutchess County Department of Human Resources in person or by mail. Applications cannot be accepted past the announced deadline. For immediate consideration, submit an application on or before August 17, 2018 to:

Dutchess County Department of Human Resources  
22 Market Street, Poughkeepsie, NY 12601  
Phone: 845-486-2169  
Website: [www.dutchessny.gov](http://www.dutchessny.gov)  
An EEO/AA Employer

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