



Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

TEMPORARY OPPORTUNITY

CORRECTION OFFICER(S) PART TIME

Saratoga County Sheriff's Office

3 Month Temporary (with possible extension)

SALARY: \$25.43/hr *Optional Retirement System Enrollment*

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 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. Does related work as required.

NOTE: Hours/Days will be determined at the interview level

Typical work activities for this opportunity are: (*Illustrative only)

- Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell tier;
- Locks and unlocks cells and access doors using mechanical and electrical devices;
- Watches for unusual incident 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;
- Checks cell and corridor areas for faculty bars, gates, etc. and makes routine fire and safety checks;
- Transports inmates to courts, prisons, jails, medical facilities, funeral and other locations as necessary;
- Issues clothing and bedding and instructs inmates in its proper care;
- Books inmates by preparing appropriate records and taking fingerprints and photo identification;
- Inventories and records inmates clothing and property;
- Escorts visitors and observes inmates visitations;
- Dispenses a variety of prescription and non-prescription medications;
- Searches cells, frisks inmates and confiscates contraband;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- 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;
- Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
- Listens to inmate problems, informs them of rules and regulations, and where they cannot be resolved, and makes referrals to appropriate staff;
- May use chemical agents, weapons or restraining devices and protection equipment in case of a fight or disturbance;
- Prepares a variety of records and reports related to the care of inmates and security of the facility;
- May on occasion operate a variety of office equipment during the processing of inmates or report preparation;

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

MINIMUM QUALIFICATIONS: Graduation from High School or possession of a GED.

Preference may be given to candidates that are currently serving or have served as a Correction Officer.

SPECIAL REQUIREMENT: Candidates must possess and maintain a valid New York State Driver's license.

NOTES:

1. By New York State Law, a Correction Officer is a peace officer and must be qualified to hold such office and must be a United States citizen at time of appointment.
2. Candidates must be at least 18 years of age.

Candidates may submit application & resume as follows:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until vacancy has been filled

Application is required and available in the Human Resources Office or on our website: www.saratogacountyny.gov Resume **may not** be substituted for Application. Applications must be received in our office by end of business on date indicated. Postmarks *will not* be accepted for this posting. No Fax Submissions.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.