JOB ANNOUNCEMENT

Job Title: Correctional Officer, Part-Time
Please Note: Potential for full-time employment is based on availability

Department: Allegheny County Bureau of Corrections – Allegheny County Jail

Salary: $13.0974 per hour

How to Apply: Applications will be accepted between the hours of 8:00 a.m. – 4:30 p.m. from Monday, April 26 through Friday, May 14, 2010. All applications must be returned in person or by mail to the above address. A resume may not be substituted for an application. Applications and fees must be received by the closing date.

Test Fee: Each completed application must be accompanied by a $20.00 non-refundable test fee. The fee may be waived upon the applicant’s submission of proof of eligibility for public assistance (cash assistance). Payment must be by certified check or money order to “County of Allegheny”. Cash and personal checks will not be accepted.

Test Date: The written test will be administered June 2 and 3 (if necessary). Prior to the testing date(s), candidates will receive an admission letter in the mail, which will include the date, time, and place of testing. For candidates who pass the written test and the background investigation, the physical agility and psychological examinations will be administered at the Allegheny County Police Academy.

Minimum Requirements: High school diploma or its equivalent. Applicants must be at least 18 years of age and be a U.S. Citizen.

Selection Process: Applicants who meet the above minimum requirements and who submit the required test fee will be invited to participate in the selection process. Please see the attached form for more information regarding each phase of the selection process.

Candidates who pass the written examination must possess a valid driver’s license to continue in the Selection Process.

Duties:
• Supervises all functions within a housing pod in accordance with the basic rules and principles of direct supervision.
• Coordinates all inmate movement in-house to include utilization of the recreation yard and the visiting booths.
• Enforces rules of conduct, security and work assignments in accordance with appropriate interpersonal communication practices and makes verbal and written reports of significant violation or irregularities to supervisory staff.
• Transports and escorts prisoners and detainees using handcuffs and other appropriate restraints.
• Performs other related duties as required.

Knowledge, Skills and Abilities:
Knowledge of:
• Methods and practices of detention facilities to include individual, group attitudes and behavior of inmates
• Crisis intervention functions to include: counseling; suicide prevention; recognizing abnormal behavior and taking appropriate action

Ability to:
• Communicate effectively orally and in writing; demonstrate communication skills in court and other formal settings
• Run to pursue fleeing inmates; perform rescue operations and other duties which may involve: entering and exiting secured areas; lifting, carrying and dragging heavy objects; climbing up to and down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; use necessary physical force to protect oneself or others from harm
• Inspect unclothed inmates, including body cavities, with exposure to body fluids, wastes; possibly encounter deceased persons

The County of Allegheny is an Equal Opportunity Employer
- Work all shifts and forced overtime if staff shortages occur
- Use or learn to use a personal computer as an input/output device

**Residency:** Must become a resident of Allegheny County within one (1) year of appointment.

PLEASE SEE ATTACHED INFORMATION