

JOB OPENING

Van Buren County Administration Building, 219 E. Paw Paw St., Suite 303, Paw Paw, MI 49079

Applications available from the Van Buren County Human Resources Division

Telephone: (269) 657-8200, ext. 1271

An Equal Opportunity Employer

Rate of Pay: \$ 17.01 ~~Annually~~ **Hourly** Posting Date: October 7, 2009
Full-Time ~~Part-Time~~ 24 hours per week Application Deadline: Until Filled

PART-TIME CORRECTIONAL OFFICER

(Male Only)

DEPARTMENT: Sheriff's Department

PURPOSE: Supervise the activities of inmates housed in the correctional facility according to established policies and procedures.

SKILLS, KNOWLEDGE AND ABILITIES:

High school diploma or GED required.

Must have attained the age of 21 years.

Resident of the State of Michigan (Van Buren County residency preferred).

Prior experience as a law enforcement officer preferred.

Military experience preferred.

Knowledge of federal, state, and local laws and ordinances.

Ability to type with speed and accuracy.

Possess and maintain a valid driver's license, vehicle registration and access to dependable transportation. Satisfactory driving record required.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Required to work evenings and weekends.

Pre-employment physical, drug screening and comprehension exam required.

SUPERVISION RECEIVED: Work is performed under the general direction of the Jail Administrator and/or shift supervisor.

PRINCIPAL DUTIES: An employee in this class may be called upon to do any or all of the following:
(These examples do not include all of the tasks which the employee may be expected to perform)

Conduct procedures to receive and book inmates at the correctional facility.

Prepare arrest reports and maintain inmate files.

Serve meals and dispense medications, as prescribed, to inmates.

Insure the facilities and supplies for personal hygiene are provided to inmates daily.

Report the need for, or summons medical personnel as needed.

Receipt fines and bonds.

Prepare court lists.