

## **Lackawanna County Prison Correctional Officer**

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The Lackawanna County Prison is currently seeking a Correctional Officer. Individual will be responsible for the routine work involved in the supervision and custody of inmates. Work is performed under the general supervision of an Administrative Superior. Individual must possess the sufficient physical strength, good health and the ability to physically maintain control of inmates on an as needed basis. Also, responsible for the control, security and supervision of a community based work detail of inmates working outside the confines of the institution on a daily basis.

### **JOB REQUIREMENTS:**

- Maintains discipline and security of county prison inmates.
- Works as a supervisor of inmates doing custodial, janitorial and community based employment.
- Maintains security, cleanliness of institution and work site and observes inmates to detect and prevent prison and program rule violations.
- Assists with any duties assigned by the Shift Supervisor or Administrative personnel to include but not limited to: meals, visiting, personal and institutional searches, disturbances, commitments and releases.
- Close observation of inmates while attending sick call, medication distribution, contact visits and assigned institutional employment.
- Ability to perform routine radio and telephone communications per prison policy and procedures manual.
- Provide supervision and security of all inmates while assigned to the duty of transporting and escorting any inmate inside and outside the confines of the institution to include: inmate medical appointments in the community, inmate daily recreation and cell block supervision.
- Supervises and controls planned activities and movements of inmates.
- Operates and controls security equipment, doors, gates and locks.
- Monitors security equipment, closed circuit monitors, communication and alarm system.
- Responds to all emergency situations as ordered or assigned.
- Escorts inmates as required.
- Maintains institutional order and prevents escapes.
- Attends all assigned training.
- Conducts institutional security checks and watches as required, observes and monitors inmate visits when assigned.
- Performs all other related work assignments as ordered or required.

### **SPECIAL REQUIREMENTS:**

- Searches of all inmates before leaving the prison en route to the community based work site.
- Strip searches of all inmates upon return to the prison from the community based work site.
- Control and Security supervision of all inmates while working at community based work site to include; constant observation of inmate workers while they are working

to prevent escape, introduction and use of any contraband and/or violation of community based rules and regulations.

- Scheduled and unscheduled communications with the prison.
- Transportation of inmates to and from the work site.

**QUALIFICATIONS:**

- Ability to learn and follow all prison rules, regulations and procedures.
- Ability to carry out legal orders according to instructions without exception.
- Emotional stability and ability to act quickly, calmly and responsibly in an emergency situation.
- Ability to perform all duties and responsibilities required due to the nature of the work, including overtime.
- Considerable knowledge of correctional professional theory and practices.
- Considerable knowledge of housekeeping and sanitation measures required by institutional policy.
- Desirable education and ability to establish and maintain effective working relationships with correctional staff, administrative staff and inmates.
- Knowledge of Federal, State and County laws as they relate to inmates; correctional institutions function and structure; policy and procedures; techniques of prisoner control precautionary measures used in escorting and supervising inmates work detail and/or transportation and typical behavioral patterns of incarcerated individuals.
- Ability to supervise the activities of inmates, write intelligible, complete and concise reports, deal with situations requiring tact, diplomacy, understanding, fairness, firmness, professionalism and good judgment.
- Skill in operation of all emergency and life safety equipment including but not limited to; communications equipment, weapons and riot equipment.
- Emotional stability, personal integrity, attention to detail and physically able to perform the duties assigned, including overtime.
- Ability to enforce prison regulations firmly, tactfully and impartially.
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- Knowledge of supervisory methods and techniques

**EXPERIENCE:**

- High school graduate, and preferably post high school education from an accredited college or university majoring in Criminal Justice or Social Services.
- Previous positive employment with a law enforcement agency and/or correctional institution.

Interested individuals must complete an application no later than July 7<sup>th</sup>, 2010. If selected, applicants will be contacted directly for an individual testing appointment.

Human Resources Analyst  
Lackawanna County Administration Building  
200 Adams Avenue, 6<sup>th</sup> Floor  
Scranton, PA 18503

[petersens@lackawannacounty.org](mailto:petersens@lackawannacounty.org)

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