CORRECTIONS OFFICER
Oneida County Sheriff's Office

Pay starting at $26.93 per hour

Oneida County is accepting applications for full-time Corrections Officer positions with the Sheriff's Office. This position is responsible for the operations and security of the jail. **No previous experience required and excellent training is provided.**

Position includes an excellent benefit package including enrollment in the Wisconsin Retirement System, health, dental and vision insurance, short-term disability coverage and generous PTO (Paid Time Off) with the ability to carry over unused hours into future years. The 2026 starting wage is $26.93 per hour with potential for performance and cost of living wage increases. Additional compensation for shift differential, and premium pay is provided for nine holidays.

Qualified applicants must have a High School degree or equivalent; knowledge of computers; keep accurate records and make detailed reports; good verbal and written communication skills; basic math skills; have a valid WI driver's license; make good independent decisions based on practices, rules and procedures. Knowledge of rules, regulations and state statutes regarding housing of prisoners as well as State Certification as a Corrections Officer is preferred. Successful applicants will be required to pass a pre-employment drug screen, medical exam, psychological assessment, background check and interview.

No previous experience required. On the job training is provided by experienced training officers prior to obtaining Correctional Officer Certification. Employer pays wages and certification costs to obtain Corrections Officer Certification.

Complete job description and ***required Sheriff's Office application*** is available at www.oneidacountywi.gov under the Employment tab. Applications must be typed, fully completed, signed and either emailed to klpayne@oneidacountywi.gov or mailed to Oneida County LRES, P.O. Box 400, Courthouse, 1 S. Oneida Ave., Rhinelander, WI 54501.

Applications will be accepted until positions are filled.

Oneida County is an Equal Opportunity Employer

Oneida County
Job Description

Job Title:	Corrections Officer
Department:	Sheriff
Reports To:	Corrections Sergeant
FLSA Status:	Nonexempt
Prepared By:	Sheriff Grady M. Hartman
Prepared Date:	February 23, 2015
Approved By:	Lisa Charbarneau
Approved Date:	March 26, 2015
Reviewed Date:	_____

SUMMARY Under the direct supervision of the Corrections Sergeant, the Correction Officer shall be responsible for carrying out the everyday operations and security of the jail. Duties are performed in accordance with State Statutes, Department rules, policy and procedures, employee handbook ,and standard operating policy. Work may be performed on rotating shifts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Ascertains that commitments and arrests of individuals to be detained in jail are in proper order.

Properly books all prisoners upon their arrival at the jail, including performing a personal search, logging into the computer all personal belongings and securing the same, logging in inmate identifying information, fingerprinting and photographing the inmate, issuing clothing, bedding and other supplies. Performs medical screening, suicide screening and follows policy for approval and distribution of medications. Perform alcohol breath tests as needed and confining the inmate as may be required.

Escorts inmates between cells, to programming and visiting, keeping inmates segregated according to classification. May assist Deputy Sheriffs in transporting inmates.

Makes and logs periodic cell checks and checks cellblocks for cleanliness and contraband.

Administers discipline and enforcement of all rules and regulations among the prisoners.

Responsible for the cleanliness and sanitation of the jail; assigns, supervises and inspects the work of inmates engaged in on-site clean-up.

Maintains various jail records and logs including visitation log, medical log, keeping track of inmate mail, the logging of shift events and preparing written reports; performs upkeep of jail records and filings.

Performs all duties to ensure the safety and security of the inmates.

Delivers medications to inmates and contacts proper medical staff regarding inmates medical concerns according to policy and procedure.

Supervises the comings and goings of Huber inmates; performs strip searches, recording and storing goods and valuables received and issues brown-bag lunches. Verifies work release schedules.

Maintains communication between shifts and keeps supervisor informed of any problems, complaints or infractions of rules and/or regulations.

Oversees the distribution of meals by inmate workers; maintains meal counts and forwards to Jail Administrator.

Uses verbal skills, assigned weapons, handcuffs and other restraints, and physical force to maintain discipline and order among prisoners.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)
Ability to use all issued equipment such as handcuffs, batons, O.C. Spray, Electronic Control Device (ECD) and the SBCA (self-contained breathing apparatus).

Any other duty as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledgeable of computer hardware, software and accessories.
Knowledgeable of rules, regulations and State Statutes regarding housing of prisoners.
Ability to detect and recognize potential hazards and dangers to the facility and safety of the inmates.
Must be able to keep accurate records and make detailed reports.
Ability to follow oral and written instructions or directions.
Ability to attend various training schools and pass/maintain required certifications.
Ability to maintain effective working relationships.

EDUCATION and/or EXPERIENCE:
High school degree.

LANGUAGE SKILLS:
Must possess good verbal and written communication skills.

MATHEMATICAL SKILLS:
Good basic mathematical skills.

REASONING ABILITY:
Must have the ability to evaluate situations, based on training/experience and policy/procedures and make good decisions.

CERTIFICATES, LICENSES, REGISTRATIONS:
Must be certified (or eligible) to be certified as a Corrections Officer by the Wisconsin Department of Justice - Law Enforcement Standards Board (LESB) in the State of Wisconsin.
Valid Wisconsin Driver's license with no restrictions
CIB/TIME system
Breath Examiner Specialist

PHYSICAL DEMANDS
Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as a vehicle, taser, baton, riot gear, restraint devices, calculator, tape recorder, computer terminal, first aid equipment, air pack, preliminary breath tester (PBT), and camera.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.

Ability to exert extreme physical force to restrain and subdue persons. Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

WORK ENVIRONMENT Work is performed in a correctional facility and may involve confronting abusive and/or threatening inmates.