

**Orangeburg County**

**Title: Corrections Officer**

**Class Code: C030**

FT

PT

Exempt

Non-Exempt



*It's a great day in...*

**ORANGEBURG  
COUNTY**

*We are here to serve you!*

### **General Description**

The purpose of this job is to maintain order and the safety and security of all inmates in the correctional facility.

This class works under close supervision according to set procedures.

### **Duties and Responsibilities**

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Ensure a safe and secure environment for all inmates.
- Processes incoming subjects by fingerprinting, searching, and completing necessary forms during the booking process and photographing; supervises the phone calls made by inmates and subjects being booked, and inventorying and storing personal properties.
- Prepares and maintains documents and reports including daily progress reports, booking reports, property reports, medical forms, activity sheets, released sheets, medical and phone logs, jail and court lists, head count forms, time sheets, receipts, incident reports, and computer release dates.
- Maintain order and enforce regulations within the detention facility.
- Arbitrate disputes between inmates and perform necessary disciplinary actions.
- Perform inspections of inmate quarters.
- Operate within the correctional facility system to keep record of everyone admitted to or released from the correctional facility.
- Assigns and escorts inmates dressed out in jail clothing and fills out forms used in dressing out inmates for cell block.
- Supervises feeding of prisoners, counts utensils when meals are completed, and maintains conditions of county property and floor areas. Aid in rehabilitation and counseling of offenders.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

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**Physical Demands:**

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on an occasional basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

**Unavoidable Hazards (Work Environment):**

- Involves routine and frequent exposure to:
  - extreme heat and/or cold; wet or humid conditions.
  - extreme noise levels.
  - fumes and/or noxious odors.
  - electrical shock; heights.
  - radiation; disease/pathogens.
  - violence.

**Special Certifications and Licenses:**

- Basic Detention Certification from the South Carolina Criminal Justice Academy

**Americans with Disabilities Act Compliance**

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Corrections Officer. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

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