



THE CITY OF ZANESVILLE
invites applications for the position of:

Corrections Officer

SALARY:	\$16.76 - \$20.10 Hourly
DEPARTMENT:	Corrections Officers
OPENING DATE:	04/08/22
CLOSING DATE:	05/31/22 11:59 PM
POSITION DESCRIPTION:	

Applicants are required to read the Public Safety Information Book prior to application. This booklet is available by clicking [here](#).

Please use the link below to apply:

<https://www.governmentjobs.com/careers/zanesville>

MINORITY APPLICANTS ENCOURAGED TO APPLY

Position Qualifications

An appropriate combination of education, training, coursework and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: high school degree, GED or equivalent. 18 years of age or more. Completion of Corrections Course through OPOTA or qualified technical school **(not a requirement to apply)**.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Licensure or Certification Requirements

Certified as a Corrections Officer from the State of Ohio **(not a requirement to apply)**. State motor vehicle operator's license.

Distinguishing Job Characteristics

Under general supervision, controls prisoner behavior to maintain security within the Zanesville City Jail.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Maintains jail security. Monitors and controls prisoners in accordance with jail policy, procedure and standards. Supervises prisoners engaged in eating meals, sleeping, recreation, and other living activities. Controls and restrains inmates to protect themselves, other prisoners, correctional staff, visitors and other persons from harm. Reports and responds to unusual conditions or occurrences.

Monitors visits from attorneys, clergy, health nurse, family, friends and others and ensures visit is conducted in accordance with security procedures.

Conducts head counts on a regular basis, and randomly inspects jail dorm living areas to confiscate contraband, weapons and other items.

Operates Central Control Board and monitors cell and other areas. Operates electronic locks to control access to and from secured areas.

Books inmates in accordance with established procedures. Frisks and secures prisoner, and takes fingerprints and mug shots. Questions prisoner to solicit and record booking information into computer system. Inventories and intakes money and property, and prepares records of receipt. Gives showers to delouse prisoner, issues personal items, informs inmate of jail rules, and performs other booking procedures as required. Releases prisoners as authorized and in accordance with procedure upon completion of sentence or transfer.

Releases inmates from jail as authorized, and when assigned to work release or work details. Supervises work detail of trustees engaged in cleaning and maintenance activities. Performs cleaning and maintenance work in absence of Trustees.

Responds to, and handles inmate problems and needs within limitation of authority. Fills commissary orders and charges items against prisoner's accounts. Issues soap, towels and other personal hygiene items to prisoners. Issues and maintains documentation of non-prescription medications such as aspirin, antacids and other authorized items. Distributes prescription medications as authorized by professional medical personnel. Ensures inmate receives meals, and supervises preparation and distribution of same on limited basis.

Completes daily activity logs, medication logs, property receipts, commissary receipts, headcount reports, inmate incident, rule violation and write-up forms, use of force forms, and other records.

Fingerprints civilians and job applicants.

Testifies in court.

Other Duties and Responsibilities

None

Scope of Supervision

None

Equipment Operated

2-way portable radio; telephone; computer; printer; typewriter, copier, fax and other office equipment; central control boards; handcuffs, shackles and other restraints; metal detector; breathalyzer; camera; video equipment. Occasionally operates glucometers, thermometers, vacuum and buffer.

Contacts with Others

Prisoners; jail visitors; bail bonding agencies; general public; medical staff; attorneys; clergy; mental health and social service professionals; other law enforcement agencies.

Confidential Data

Inmate booking and arrest information including social security numbers, medical and psychological screenings, and jail records.

Working Conditions

Good working conditions but with occasional exposure to prisoner violence, and threat of life-threatening or other dangerous situations, including injury and resulting stress. Occasional exposure to bodily fluids, lice, and to TB, hepatitis, HIV and other inmate medical conditions.

Usual Physical Demands

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be

construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee must normally walk through cell blocks, and may occasionally have to physically control persons of varying weights and strengths. The employee uses usual vision demands. The employee normally must be able to converse verbally with prisoners, visitors, general public and others, and to hear.

Required Knowledge, Skills and Abilities

Knowledge of: criminal justice system; correctional procedures, standards and requirements.

Ability to: exercise sound judgement and control in emergency situations; communicate and deal effectively with prisoners; deal sensitively with persons of varying cultures and diversity; develop and maintain effective working relationships with associates, jail visitors, health nurse, clergy, attorneys and others.

Skill in: controlling prisoner behavior; first aid and CPR; self-defense; completing records and forms; writing incident and other reports; observing prisoner behavior.

ADDITIONAL INFORMATION

Age Requirements

Applicant must be 18 years of age or older with high school degree, GED or equivalent.

Required Documents to Upload

The following documents are required to be uploaded with the application:

1. Driver's license copy

Optional Documents to Upload

The following documents may be uploaded with the application:

1. Résumé
2. Other relevant certificates

Applicant Booklet

Applicants are required to read the [Public Safety Information Book](#) prior to application. The booklet provides additional information on selection procedures, agility requirements, background investigation, etc.

Eligible List

Applicants who attain a passing score of 70% on the written exam and pass the physical agility exam (all phases) will have their names on an eligibility list. The list will be arranged according to the scores from the highest to the lowest; it will then be used to fill current and future vacancies for two years or upon depletion thereof. Applicants must meet requirements of both parts of examinations (written and physical agility) to be on the eligible list.

Military Credit

Applicants who have been honorably discharged from active duty in the U.S. Armed Forces are eligible for additional credit of 20% on their exam provided a passing score is obtained. Copy of honorable discharge or Form DD214 must be submitted before exam. No credit is given if proof of discharge is submitted after the examination date.

General Information

A thorough background investigation will be conducted into the applicant's work experience, reference checks, criminal activities, character, trustworthiness, and dependability. Applicant will also be subjected to a polygraph examination. Candidates selected for employment will be subjected to a psychological exam and a physical/drug screen. Please refer to the website for benefit information.

Submitting an Application

To be included in the examination process for the position of Corrections Officer, you must have submitted an electronic application by the deadline date. After the application deadline date, applicants will be notified by mail of the date for the written and physical agility exams.

Special Note

Applicants having any disability that would require special testing arrangements for the written exam should notify the Civil Service Office regarding the need for special accommodations.

AN EQUAL OPPORTUNITY EMPLOYER

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.coz.org>

401 Market Street
Zanesville, OH 43701
740-617-4877

billie.corns@coz.org

Position #00081
CORRECTIONS OFFICER
BC

Corrections Officer Supplemental Questionnaire

- * 1. Applicants are required to read the Public Safety Information Book prior to applying.
Have you read and understood the Public Safety Information Book?

☐ Yes ☐ No

* Required Question