



## JOB DESCRIPTION

Bedford County  
Bedford, PA

**Job Title: Corrections Office**  
**Reports to: Warden**

**Status:** Full-time

**Pay Scale/Grade/Salary:** Approved by salary board

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### **JOB SUMMARY:**

Primary responsibility is care, custody, and control of inmates within the Bedford County Corrections system.

### **ESSENTIAL FUNCTIONS OF THE JOB: (Illustrative Only)**

- Supervise and record movement and daily activity of inmates in assigned area;
- Performs various activities to preserve the security of all persons in the prison, i.e. cell searches, area searches, body searches, perimeter checks, etc.;
- Provides back-up security efforts to other corrections personnel as needed;
- Monitors visits, church services, treatment programs and all other inmate activity;
- Provides minor medical assistance as required;
- Counsels inmates on personal and institutional problems;
- Interacts with other criminal justice agencies and the general public and media;
- Escorts inmates through the prison;
- Assists in commitments and releases of inmates;
- Supervise and maintains control of their areas of responsibility as to ensure inmates are following the rules and regulations of the prison;
- Monitor the activities within their areas of responsibilities to prevent problems or security issues;
- Transport and escort inmates to and from medical appointments as required; and
- Performs other duties as required to ensure smooth operation of the department.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge in modern security measures for potentially dangerous environments;
- knowledge of principles of the criminal justice system;
- Skill in utilization of security instruments and weapons;
- skill in conflict resolution; skill in organization;
- skill in time management and multi-tasking;
- Ability to restrain uncooperative individuals;
- ability to work in a highly stressful environment;
- ability to communicate effectively verbally and in writing;
- ability to comprehend and apply concepts for enhancement and efficiency of department and general operations;
- ability to establish and maintain effective working relationships with individuals, coworkers, and other agencies and the public;
- the ability to work with confidential information.

**MATERIAL AND EQUIPMENT USED:**

- Various security tools-restraints, firearms, ebid shield, ebid, etc.
- flashlight, mirrors, rubber gloves and other miscellaneous items;
- Desktop computer; and
- Miscellaneous office automation equipment, i.e.fax, phone, copier, etc.

**LICENSE (S) AND CERTIFICATE (S):**

Corrections Officer Training through State Department of Corrections within one (1) year of full-time status.

**PHYSICAL ABILITIES:**

- Sit for extended periods, keyboard, write, hear and speak;
- Stand frequently for extended periods;
- Bend, kneel, stoop, run or restrain uncooperative individuals;
- Lift in excess of 100 pounds; and
- Work in excess of 8 hours during times of emergencies. Minimum shift requirements, disturbances, etc.

**SPECIAL NEEDS**

Must have a valid driver's license and be able to travel if required to attend meetings and seminars.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act. Due to the nature of this work no light duty post are available.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.

*\*The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description**

Received by: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_