

JOB NOTICE

There is a job vacancy at the: **BAY COUNTY SHERIFF’S OFFICE.**

JOB TITLE: PART TIME CORRECTIONAL FACILITY OFFICER

RATE OF PAY: \$15.95 per hour entry, progressing to \$22.35 per hour after 5 years (CF01)

Part-time position. Union Membership: P.O.A.M., although membership is voluntary.

QUALIFICATIONS: High School graduate. Must have completed three of the five pre-corrections classes designated corrections officers by the State of Michigan with a grade of “C” or better; or accumulated 45 credit hours of college approved instruction with an overall grade point average of “C” or better, comparable general experience in law enforcement may be substituted for the educational requirements at the sole discretion of the sheriff. Experience preferred, but not necessary. Must be familiar with the use and care of firearms and meeting department firearms qualifications. Must be able to type and be familiar with computer terminal input of data. Applicant must possess a valid operator’s license.

Michigan Sheriff’s Coordinating and Training Council pre-employment minimum standards for mental and physical fitness.

Minimum Standards for Pre-Employment Mental and Physical Fitness

Adopted November 8, 2012
Effective January 1, 2013

PHYSICAL FITNESS

Prior to being offered a position as a local corrections officer, each local corrections officer candidate is required to demonstrate his or her physical fitness by successfully completing a physical fitness evaluation performed by a licensed physical fitness or medical professional, or a sheriff’s designee. In order to successfully complete the evaluation, a candidate is required to meet at least the following standards:

Activity	Minimum Standard				
Sit-ups	18 in 30 seconds				
Push-ups	24 in 60 seconds				
Stair-step cadence (Complete Option A or B)	Option A: Step-test (total of 9 minutes)				
	Stage	Cadence	Height of steps	Time	No. of Trips
	I	120	3.75”	3 min	60
	II	120	7.5”	3 min	60
	II	120	11.75”	3 min	60
	Option B: Step-test (total of 9 minutes)				
	Stage	Cadence	Height of steps	Time	No. of Trips
	I	120	3.75”	3 min	60
	II	120	7.5”	3 min	60
	II	120	7.5”	3 min	78

It is the candidate’s responsibility to provide proof of successful completion of these requirements to a potential employer.

MENTAL FITNESS

Prior to being offered a position as a local corrections officer, each local corrections officer candidate is required to demonstrate his or her mental fitness by successfully completing:

1. A written examination which tests the candidate’s mental fitness in the areas of reading comprehension, writing skills, and situational reasoning;

2. An evaluation by a licensed health care professional which demonstrates that the candidate is free from mental or emotional impairments, with or without accommodation, which would impair the performance of the essential job functions of a correctional facility officer.

It is the candidate's responsibility to provide proof of successful completion of these requirements to a potential employer.

GENERAL SUMMARY: Under the general supervision of the Jail Administration, or a superior corrections officer, guards, attends to the needs of inmates housed in the Bay County Jail. Furthermore, in the interest of orderly and safe detention of individuals to be detained in the county jail, processes entry/release, continuously monitors jail activity/security, arranges/provides meals, medication, personal needs, visitations and continuous security monitoring in accordance with defined operating policy of the Sheriff's Office. Incumbent will provide a variety of tasks during shift necessary for the well being of those detained and in recognition of proper detention practice. Supervision is provided by the shift sergeant.

Must be able to perform expected duties required for the daily operations of the jail. Must pass extensive background check and must be willing to work weekends, nights, and holidays.

TYPICAL DUTIES:

1. Conducts regular floor counts and cell checks to ensure that all inmates are accounted for and properly secured. Observes inmate behavior and takes appropriate action during cases of fights, property damage or other incidents.
2. Releases inmates from cells for visits with attorneys, bondsmen, ministers, or family members; for court appearances, work periods, exercise periods or discharge.
3. Distributes meals to inmates, collects and counts dishes and eating utensils.
4. Passes and records prescribed medications: distributes non-prescription medications.
5. Receives requests from inmates for items from the commissary, obtains releases of monies from personal property accounts and makes purchases.
6. Maintains a log of shift activity; investigates and prepares reports on unusual incidents.
7. Assists inmates with personal needs by placing phone calls, placing reading materials in cells, arranging appointments with the nurse or physician, and responding to individual requests.
8. Maintains cell areas in clean and sanitary conditions, utilizing appropriate equipment and inmate help when feasible.
9. May oversee inmate trustee's in the performance of routine tasks, such as distributing food and routine custodial assignments.
10. Processes inmates brought to the jail by county, state, city, and other law enforcement officers. Procedures include all booking processes; such as photographing, fingerprinting, searching and filling out all necessary forms.
11. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

APPLICATION PROCEDURE:

All applicants must complete and pass a written test by accessing the www.empco.net website prior to applying for this position. To register, click on the Sheriff's Candidates and Applicants icon. The cost associated with this test is the responsibility of the applicant. All past applications and resumes need to be updated to include the pre-employment testing standards.

In accordance with the Agreement between P.O.A.M. and Bay County, preference may be given to qualified department employee applicants. Make application online at www.baycounty-mi.gov or via US Mail/in person at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708. **APPLICATION DEADLINE: Wednesday, June 17, 2015.**

BAY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."