



**Opening date:** February 3, 2020

**Closing date:** March 30, 2020

## NOTICE OF EMPLOYMENT

Iron County is accepting applications to create a **HIRING ROSTER** for employment as a **CORRECTIONS DEPUTY** at the Iron County Jail. This roster can be utilized for a period of 12 to 18 months.

Please note this is not a Corrections Deputy position. However, we will utilize this roster to fill positions as they become available. If you are interested in pursuing a career in Corrections and would like to be considered for future openings, please apply.

**SALARY:** Entry Level/Minimum Starting Wage \$18.63/hour. P.O.S.T certified applicant salary will be based on experience and qualifications/certifications (current policy will allow for up to 4% per year, into the established pay range, for verifiable corrections deputy experience). A \$5,000.00 sign on bonus is available to those applicants who have already obtained the required Utah Certifications (a two (2) year employment commitment is required). Iron County offers a comprehensive Benefit Package: Health, Dental, Vision, LTD, Life and Retirement.

### MINIMUM REQUIREMENTS INCLUDE:

- BE AT LEAST 21 YEARS OF AGE PRIOR TO GRADUATION FROM P.O.S.T ACADEMY
- BE A U.S. CITIZEN
- HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT
- POSSESS A VALID UTAH DRIVER'S LICENSE IN GOOD STANDING
- PREFERENCE WILL BE GIVEN TO THOSE HOLDING A CURRENT UTAH P.O.S.T. CORRECTIONS OFFICER CERTIFICATE IN GOOD STANDING

### APPLICANTS MUST PASS:

- P.O.S.T. PRE-ENTRANCE EXAMINATION WITH A PASSING SCORE OF 70% OR HIGHER  
\*copy of the test results must be submitted with application packet by the closing deadline\*
- PHYSICAL AGILITY TEST EQUAL TO P.O.S.T. PRE-ENTRANCE PHYSICAL AGILITY REQUIREMENTS  
\*PT test conducted by the Iron County Sheriff's/Corrections Office Administration\*
- PRE-EMPLOYMENT DRUG TEST
- BACKGROUND INVESTIGATION
- A 10-WEEK P.O.S.T. CORRECTIONS OFFICER TRAINING PROGRAM  
Because there are significant costs to Iron County for Deputies who are uncertified and need to attend the P.O.S.T training academy after hire, Iron County will ask for a two (2) year employment commitment to begin after the required certification is complete. If you have questions regarding this, please contact the HR Office.

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO: Visit [www.ironcounty.net](http://www.ironcounty.net) for full job description

- MONITORING INMATE SECURITY
- TRANSPORTING INMATES
- PREPARING WRITTEN DOCUMENTATION
- INMATE SEARCHES
- PHYSICALLY RESTRAIN VIOLENT INMATES

An **Iron County Corrections Deputy Applicant packet** must be completed and is available at [www.ironcounty.net](http://www.ironcounty.net). Completed applicant packets and required documentation must be submitted to Iron County Human Resource Office on or before 5 pm MST, January 10, 2020. Please mail/deliver Applicant Packets to the HR Office: 82 N 100 E Suite 204, Cedar City UT, 84720 **or** email to [jobs@ironcounty.net](mailto:jobs@ironcounty.net). Applicant packets can now be filled out and submitted directly from the website, click on the link next to the posting.

**Physical agility tests will be conducted at the Iron County Correctional Facility, 2136 N Main, Cedar City, UT 84721. All applicants, who submit the required information prior to the closing date/time and are qualified, will be notified of the testing date and should plan to attend this testing.**

Please contact Human Resource Office at (435) 477-8335 for additional information

**IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**



# ***IRON COUNTY***

<b>Title:</b>	Corrections Deputy (1, 2 and 3)	<b>Effective Date:</b>	10/26/1995
<b>Department:</b>	Sheriff / Corrections	<b>Last Revised:</b>	09/18/2019
<b>FLSA:</b>	Non-Exempt	<b>Pay Level:</b>	18.63

## **GENERAL PURPOSE**

Perform the duties associated with inmate admission and release, inmate transportation, inmate care, corrections documentation, and overall correctional facility security and operations.

## **SUPERVISION RECEIVED**

Works under the direction of Corrections Lieutenant-Jail Commander and the direct supervision of assigned Sergeant and Corporal.

## **SUPERVISION EXERCISED**

- Supervises inmates by providing close and direct observation.

On an as needed or assigned basis:

- May act as Shift Supervisor in the absence of Corrections Corporal and/or Corrections Sergeant.
- May provide supervision and/or training to new Corrections Deputies during initial job training.

## **ESSENTIAL FUNCTIONS**

### Line Staff Corrections Deputy

- Observe conduct and behavior of inmates to prevent disturbances and escapes.
- Physically search inmates and living areas for contraband.
- Conduct living area inspections for evidence of prohibited activities while observing and documenting demeanor of inmates.
- Inspect locks, windows, doors, security equipment for evidence of tampering.
- Employ defensive tactics, weapons and/or other authorized use of force measures to maintain order, control and discipline within facility.
- Screen arrestees and inmates for medical and mental health issues.
- Administer inmate alcohol and drug tests.
- Supervise inmates in transit between facilities, courts, or other destinations.
- Receive arrestees, input data into computers, serve warrants, and search arrestees and property.
- Enforce rules and regulations according to established policy.
- Instruct, correct and manage inmate behavior.
- Respond to emergency situations and use physical restraints and/or approved techniques when necessary.
- Summon medical staff and render first aid when necessary.
- Assume responsibility for inmate movement throughout facility.
- Direct inmate work requirements, cleaning of living areas and housing units.
- Supervise inmates during recreation, meals, programming, visitation, counseling and other approved activities.

- Operate control room, monitor closed circuit monitoring system, control entrances, doors, and sally ports to limit specified physical contact and other safety/security purposes.
- Maintain inventory of keys, radios, weapons and other items.
- Search items and persons entering facility.
- Restrain inmates using handcuffs, waist chains, leg irons or other approved methods.
- Answer phone calls and effectively relate approved information concerning inmates to the public and other agencies.
- Safely operate a motor vehicle to attend training and transport inmates.
- Provide security while inmates are outside of facility.
- Respond to inmate complaints and provide explanation of rules and procedures.
- Collect cash bail, bail bonds and provide written receipts.
- Release inmates by following established procedures.
- Write reports in English and with necessary details as established and required.
- Respond to public and professional inquiries with professionalism.
- Maintain safety, security, control, discipline and order within area of assignment.

#### Work Crew Corrections Deputy

- Organize work projects.
- Screen inmates for participation in work programs.
- Supervise inmate workers.
- Provide training to inmates regarding operating machinery and tools.
- Acts as liaison between various governmental agencies to ensure work projects are in compliance with laws, codes and regulations.
- Maintain inventory of all equipment, tools and vehicles assigned to work crew.
- Provide detailed, daily records of projects, hours worked, agency worked for, and funds expended.
- Maintain accounting of all funds expended.
- Maintain accurate time sheet for inmate workers.
- Make arrangements for inmate meals.
- Ensure work crew inmates receive prescribed medication as needed.
- Provide security while working in the community.
- Immediately report inmate misconduct.
- Ensure work at County Fair is prioritized during established time.
- Work as Line Staff Deputy when and as needed.

#### Transportation Corrections Deputy

- Coordinate with various courts to ensure timely inmate appearances.
- Transport inmates to and from courts, other jail, medical centers and other locations as needed.
- Send and receive court information and orders.
- Enter and update computer records to ensure accuracy of information.
- Create transportation logs, including times, destinations, and inmate names.
- Conduct thorough searches of inmates before and after transportation outside of the facility.
- Restrain inmates using approved devices and equipment.
- Operate motor vehicle for extended periods of time – as needed.
- Ability to summon medical personnel and provide first aid – sometimes in remote locations.
- Inventory inmate property and money before and after transport.
- Keep travel and fund expenditure records as required.
- Ensure vehicles are properly maintained and cleaned.
- Provide daily vehicle inspections to ensure fluid levels, tire and safety equipment are at proper levels and in working order.
- Screen, process and deliver inmate mail.

- Process, inspect, label, receipt and deliver inmate commissary.
- Work as Line Staff Deputy when and as needed.

#### Culinary Corrections Deputy

- Obtain and maintain food handlers permit.
- Prepare meals as established by Facility Dietician.
- Maintain sanitation within the kitchen and dining area.
- Supervise inmate workers.
- Physically search inmate workers to prevent trafficking in contraband.
- Supervise serving portions and preparation of inmate trays.
- Ensure all trays, utensils and equipment are sanitized after each use.
- Inventory and maintain control of established sharps and equipment.
- Provide safety instruction and training to inmates operating equipment.
- Prepare a list of items needed for purchase through approved vendors.
- Coordinate food service activities with Culinary Supervisor.
- Prepare for and comply with Utah Health Department inspections and requirements.
- Clean and organize warehouse.
- Receive and store incoming deliveries.
- Ensure all food temperatures are within established limits.
- Search containers, boxes, and pallets entering facility.
- Work as Line Staff Deputy when and as needed.

### **EDUCATION AND EXPERIENCE**

A high school diploma or equivalent is required along with graduation from Peace Officer Standards and Training (P.O.S.T.) Academy.

#### **1. Knowledge, Skills and Abilities:**

- Knowledge of Federal, State and Local laws and regulations related to jails and prisoner rights.
- Knowledge of first aid techniques and practices.
- Skilled in interpersonal communication and public relations.
- Skilled in word processing, data entry, and report writing.
- Skilled in managing stress and meeting deadlines.
- Skilled in exercising initiative, independent judgment and resourcefulness in varying conditions.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to establish positive, professional relationships with the public, inmates, co-workers and other agencies.
- Ability to maintain composure during stressful conditions.
- Ability to perform under stress when confronted with exigent, emergent, critical and/or dangerous situations.
- Ability to handle multiple activities simultaneously.
- Ability to work shift rotation, as needed or required, including possible nights, days, mid-days, weekends, holidays, etc.
- Ability to work mandatory overtime - as needed and/or required.

## **2. Licensing, Certifications and Other Requirements:**

- Must possess and maintain valid Utah Driver's License.
- Must maintain compliance of Iron County vehicle policy – including maintaining an acceptable driving record.
- Must be able to pass a pre-employment drug screen and maintain compliance of Iron County drug and alcohol policies and guidelines.
- Must become certified by the State of Utah as a Corrections Deputy.
- Must complete at least 40 hours of annual job related training.
- Must successfully pass a background investigation, which may include criminal history records, education verification, credit and financial information, employment history, and personal reference checks.

## **3. Physical Demands:**

Regularly walk, stand, stoop, bend, reach and lift objects weighing up to 50 pounds; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 100 pounds; Manage and handle inmates who sometimes will become physical and/or aggressive; Ascend and descend ladders, scaffolding, ramps and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run (move quickly) on narrow slippery, or erratically moving surfaces, sometimes for extended periods of time; Must be able to effectively communicate by talking and hearing, including being able to communicate via radio and telephone; Must possess a sense of touch, finger dexterity, gripping with fingers and hands, and be able to hear voice conversations and various alarms and/or warnings; Must be able to use close vision, far vision, side vision, depth perception, night vision and distinguish between shades of color; Regularly drive a county vehicle during the course of work duties; Work for sustained periods of time maintaining concentrated attention to detail; Mental application utilizes memory for details, emotional stability and discriminating thinking.

Accommodation(s) may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

## **4. Work Environment:**

Work will be performed in a correctional facility, often in high stress level areas or environments, sometimes in comfortable indoor office settings and occasionally in non-environmentally controlled outdoor environments where employee will be exposed to sustained periods in hot, cold or inclement weather; Work will regularly be performed in confined spaces for extended periods of time; Work occasionally performed around very noisy equipment; Work may expose employee to conditions such as fumes, noxious odors, dust, mists, gases, smoke and chemicals with possible poor ventilation; Work may expose employee to possible bodily injury from moving mechanical parts of equipment, tools or machinery, as well as unknown, dangerous and possibly life-threatening conditions; Work may expose employee to risk of injury, including assault from inmates and/or public; Work may require the occasional use of protective devices and equipment such as, but not limited to, wearing a respirator, masks, safety glasses, goggles, gloves, hearing protection, rubber boots, chemical resistant clothing, etc.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description.  
(Please Print Name)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Today's Date)