



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Sheriff's Office

Job Title: CORRECTION OFFICER (Female)

Salary Range: \$57,765 - \$80,488* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 6012 County Farm Road, Ballston Spa, NY 12020

Classification: Competitive (Exam Required)

Job Description

The incumbent is responsible on an assigned shift (may include evenings, weekends and holidays) for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well-being of inmates in a county correctional facility. Duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when issues or problems occur. Work is performed under general supervision of a higher-level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day activity and situations within the facility. Does related work as required.

Minimum Qualifications

Graduation from High School or possession of an Equivalency Certificate (GED), and must be female.

SPECIAL REQUIREMENT(S): Candidate must possess and maintain, a clear and valid New York State Driver's License appropriate for the **type** of vehicle to be operated, in meeting the necessary transportation needs of the job. This may include Class D, Class M/MJ, and Commercial (Class A,B,C) CDL.

NOTES:

1. By New York State Law, a Correction Officer is a peace officer and must be qualified to hold such office and must be a United States citizen at time of appointment. It is not necessary for admission to the examination.
2. Candidates must be at least 18 years of age on or before the examination date in order to be admitted to the written test.

Typical Work Activities (*Illustrative)

- Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell tier;
- Locks and unlocks cells and access doors using mechanical and electrical devices;
- Watches for unusual incident or activities on the part of inmates involving violation of facility rules, or a life-threatening situation and reports these to supervisor either verbally or in writing;
- Checks cell and corridor areas for faculty bars, gates, etc. and makes routine fire and safety checks;
- Transports inmates to courts, prisons, jails, medical facilities, funeral and other locations as necessary;
- Issues clothing and bedding and instructs inmates in its proper care;



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- Books inmates by preparing appropriate records and taking fingerprints and photo identification;
- Inventories and records inmates clothing and property;
- Escorts visitors and observes inmate's visitations;
- Dispenses a variety of prescription and non-prescription medications;
- Searches cells, frisks inmates and confiscates contraband;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards;
- Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
- Listens to inmate problems, informs them of rules and regulations, and where they cannot be resolved, and makes referrals to appropriate staff;
- May use chemical agents, weapons or restraining devices and protection equipment in case of a fight or disturbance;
- Prepares a variety of records and reports related to the care of inmates and security of the facility;
- May on occasion operate a variety of office equipment during the processing of inmates or report preparation.
- Performs related work as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement membership and competitive Compensation Plan
- This position is being filled on a **provisional** basis pending the results of a Civil Service exam, and physical agility test to be scheduled at a later date.

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted or until the flyer is removed.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.