



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 5/30/2013

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted at the Fairhope Public Works and Utilities Building, 555 South Section St. Fairhope, AL, Monday through Friday, from 8:00 AM to 3:00 PM, or mailed to the City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications may be faxed to: (251) 990-0156

Requests and applications received after the closing deadline date will not be considered.

Position Information

Job Title: Corrections Officer Department: Police
Job Status: [ ] Regular Full-Time [ ] Temporary Full-Time [x] Regular Part-Time [ ] Temporary Part-Time
Standard Scheduled Hours: Varies - Shift Work Days to be Worked: Varies-Shift Work
Starting Pay Range: \$15.92 hr

Position Description

General nature/purpose of work:
Duties involve the supervision, custody, treatment and training of inmates confined in facility.

Primary Duties:

- Monitor inmates
Search inmates to confiscate contraband and unapproved items
Conduct security checks of all locks and doors
Perform head counts to ensure that all inmates are accounted for
Maintain log books and inventory books
Defuse and control disruptive inmates
Prepare inmates for transport to other facilities
Transport inmates to court & doctor appointments
Read and abide by policies, procedures & directives
Ensure the safety of the facility

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

- Knowledge, skills and abilities:
Verbal skills to communicate with supervisors, co-workers, court personnel, inmates and the public;
Thorough knowledge of local, state, and federal laws pertaining to court and jail procedures;
Ability to properly and safely use weapons/defensive equipment assigned to corrections facilities
Ability to be insured by the City's liability carrier;
Education, experience and training:
Valid Corrections Officer Certification or the ability to obtain one within 6 months of DOH; AND
High school diploma or GED;
Must be insurable by the City's driving insurance
Must pass written exam
Must attend an oral interview before interview board
MINIMUM AGE: 21 YEARS

Date of Announcement: 05/22/2017 Closing Date for Applications: Until Filled

Pandora Heathcote Human Resources

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.