



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 apply within ONE WEEK of the announcement date. Applications for Employment will be accepted at the Fairhope City Hall Complex, 161 North Section St. Fairhope, AL, Monday through Friday, from 8:00 AM to 5:00 PM, or mailed to the City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications may be faxed to: (251) 929-7401 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 *If temporary, give required dates of service:*

Regular Part-Time Temporary Part-Time *From: _____ To: _____*

Standard Scheduled Hours: Varies – Shift Work Days to be Worked: Varies-Shift Work

Starting Pay Range: \$16.75/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	Defuse and control disruptive inmates
Search inmates to confiscate contraband and unapproved items	Prepare inmates for transport to other facilities
Conduct security checks of all locks and doors	Transport inmates to court & doctor appointments
Perform head counts to ensure that all inmates are accounted for	Read and abide by policies, procedures & directives
Maintain log books and inventory books	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 a US Citizen

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: 12/13/2017 Closing Date for Applications: Until Filled

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.