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**COUNTY OF VENANGO**  
**BID NOTICE**  
**AFSCME Bargaining Unit Position**

**POSITION:**                   **CORRECTIONS OFFICER**  
Full-Time, 80 hours per pay

**DEPARTMENT:**           County Prison; Franklin, PA

**PAY GRADE:**             AFSCME Pay Grade Eleven  
\$23,920/yr.

**GENERAL DESCRIPTION**

This is work in maintaining order, supervision of conduct, and provision of non-professional counseling of inmates in the institution on an assigned shift. An employee in this position is responsible for the prevention of escape, maintaining discipline and providing advice and guidance in assisting inmates in their adjustment to and participation in the programs offered by the institution. Clerical duties are also required in this position.

**SUPERVISION EXERCISED**

Oversees the care, custody and control of inmates at the Venango County Jail.

**SUPERVISION RECEIVED**

Receives frequent to occasional instruction and some daily supervision from the Chief Deputy Warden, Deputy Warden, and Officer-In-Charge (OIC) in regard to daily work duties.

**EXAMPLES OF DUTIES/RESPONSIBILITIES**

1. Conducts searches on incoming inmates and prepares them for commitment.
2. Makes rounds and ensures proper head count.
3. Ensures all doors and windows are locked and prison is secure.
4. Maintains log books and other internal records of inmates' activities as required by the institution.
5. Supervises inmates during bathing, meals, and recreation periods and on work details in and around the prison.
6. Searches visitors for contraband upon entering the institution for visits, and assists with visitations within the prison.
7. Checks incoming mail, clothing, and other items for contraband or other illegal items.
8. Observes inmates and their activities for any unusual behaviors or needs, and reports changes in personality and demeanor of inmates.
9. Interfaces with inmates to determine their needs or problems.
10. Documents and maintains daily log of prison inmate activities and/or incidents.
11. Maintains records for commissary and inmates' accounts.
12. Processes inmates in and out of the institution, which includes but is not limited to gathering background information, collecting and securing the inmates' personal items, and coordinating the assignment of quarters.
13. Responsible for the orderly movement of inmates inside and outside of the institution.
14. Performs related work, as designated, i.e. washing clothes, disbursing/recording medications, providing minor first aid to inmates, serving meals, assisting fellow Correctional Officers when needed in all areas of the prison, etc.
15. Assists in entering statistical data in computer for database records or typing miscellaneous documents and reports.
16. Attends training, meetings, and in-services as required.
17. Performs other job-related work as required.
18. Transports and guards inmates as assigned; controls inmates at all times, using restraint devices when necessary.
19. Interacts with inmate population, including individuals that may have mental health issues, be under the influence of drugs or alcohol, or that may have a potential for assaultive behavior. Must also interact with other County Offices and the public.
20. Conducts warrant checks on inmates via JNET.

**REQUIRED QUALIFICATIONS**

**EDUCATION/TRAINING**

Possess a high school diploma, or the equivalent, plus some training in typing and personal computers. First aid and CPR helpful. You must be a Pennsylvania resident and possess a valid Pennsylvania driver's license.

**WORK EXPERIENCE**

None required. Experience in corrections, security, investigative or counseling is preferred.

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**CLEARANCE**

Must work in conjunction with employer to apply for Act 34 PA State Police Criminal History, Act 151 PA Child Abuse and FBI clearances prior to employment. All clearances must reflect acceptable results. Clearances must be renewed every four years.

Must not appear on Preclusion Lists as defined by "Pennsylvania's Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs."

**PRE-EMPLOYMENT DRUG SCREENING**

Must successfully complete pre-employment drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess ability to maintain confidentiality in regard to client/inmate information and records.
3. Must possess personal integrity and honesty.
4. Must possess the ability to work effectively with inmates and prison staff.
5. Must possess a high degree of alertness and ability to detect problems or potential problems.
6. Must possess some technical knowledge and ability to operate typewriter and computers for data entries or record keeping.
7. Must possess knowledge of the practices, policies and procedures of the prison operations.
8. Must possess ability to react quickly and calmly in an emergency.
9. Must possess ability to enforce rules and regulations with firmness.
10. Must possess some knowledge and understanding of individual and group behavior and attitude of individuals under restraint.
11. Must attend and successfully complete Pennsylvania Department of Corrections Basic Training Academy program after completion of probationary period. Scheduling of training will be done in regard to training availability and at direction of Prison Administration.

**HOW TO APPLY**

Applications are available:

- Online by visiting: <https://www.co.venango.pa.us/288/Job-Application-Process>
- In-Person by visiting the Venango County Human Resource Office on the 3<sup>rd</sup> floor of the Courthouse Annex building located at 1174 Elk Street, Franklin, PA 16323
- By fax or e-mail. You must contact the Venango County Human Resource Office by calling (814) 432-9556 or (814) 432-9549 to share your e-mail or fax number.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
VENANGO COUNTY IS A DRUG FREE WORKPLACE**

**APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 432-9552 FOR ASSISTANCE.**