

## **CORRECTION OFFICER**

**JOB SUMMARY:** Officers are responsible for the safety and security of inmates housed in Butler County Sheriff's Office correctional facilities. Within the first year of hire, the officer will be required to complete the Basic Corrections Officer Training.

**Job duties include but are not limited to:**

- Provides security within an assigned housing unit, supervises inmates and answers routine inmate questions
- Transports inmates within the facility
- Receives prisoners from law enforcement officers and adheres to established procedures for inmate processing, to include: searches, fingerprinting, photographing, securing inmate property, complete booking paperwork and enter data into the facilities computer system
- Ensures continued compliance with the policies and procedures of the BCSO, Post Orders, and all other rules and regulations governing incarcerated inmates
- Essential functions of this position are required to be performed within the workplace facilities and therefore, position is not subject to telecommuting
- Maintains files, records and data collection consistent with established records retention policies of the BCSO
- Performs other position-related duties as assigned, on specific projects and responsible for other related duties in support of the unit or Division as assigned by administration

**JOB TYPE:** Full-time

**STARTING SALARY:** \$20.91/hour (negotiable with experience), includes benefit package

**BENEFITS PACKAGE INCLUDES:** Medical/dental, vision insurance; Humana Health Improvement Programs; Wellness Program with participation rewards; Ohio Public Employees Retirement System; Deferred Compensation Retirement Plans; Supplemental Life, Disability and Critical Illness Insurance; 35k Lincoln Life insurance policy (free); Employee Assistance Program; Flexible Spending Accounts (including Dependent Care FSA); Paid vacation and sick leave; Annual step increases and additional incentive-based wage increases available.

A peace officer certification from OPOTA is not required.

Must be 18 years of age or older at time of appointment. Position requires a high school diploma or GED. Applicants are subject to an extensive background investigation.

**TO APPLY FOR THIS POSITION:**

The Butler County Sheriff's Office offers full testing services for CORRECTIONS OFFICERS positions through National Testing Network (NTN). To register with NTN and schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select 'Find Jobs', then select "Corrections" Jobs and sign up for Butler County Sheriff's Office.

When you visit the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Complete the NTN registration process and schedule your test.
- Review all information related to the Butler County Sheriff's Office, including minimum requirements, salary, and benefits.
- Review detailed information about the testing process.
- Review the Frequently Asked Questions and take an online practice test (if desired).

Upon completion of your scheduled exam, scores are automatically forwarded to the Butler County Sheriff's Office. Candidates who attain a passing score on the entry level exam will be placed on our agency eligibility list. The Butler County Sheriff's Office will contact candidates on the list and provide further instruction to continue in the hiring process.

National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. National Testing Network does not replace the Butler County Sheriff's Office's responsibility and decision making in the testing process. All candidate results are provided to Butler County Sheriff's Office where the final decisions are made.