



***Seneca County***  
***Personnel Department***

1 DI PRONIO DRIVE  
WATERLOO, NEW YORK 13165

**Kathy Corona**  
Personnel Officer

**JoLyn Yochum**  
Personnel Technician

Tel: 315-539-1710  
Fax: 315-539-1658

**TO: ALL APPLICANTS APPLYING FOR CORRECTION OFFICER – PART TIME**

**FROM: SENECA COUNTY PERSONNEL DEPARTMENT**

**SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION**

Please be advised that we are accepting applications for this title on a continuous basis. When applying for this title, please indicate the jurisdiction(s) (Towns, Villages, Schools or Seneca County) that you wish your application to be sent on the online application.

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies.

**CORRECTION OFFICER DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the County Sheriff's Department and involves responsibility on an assigned shift for the enforcement of rules and regulations governing security, conduct, discipline, safety and general well-being of inmates of the County correction facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning situation. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgement when problems occur. The work is performed under general supervision of a Correction Sergeant with leeway allowed for exercise of independent judgement in dealing with day-to-day situations in the facility. A Correction Officer can act as a Special Patrol Officer and also does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

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 incidents or activities on the part of inmates involving violation of facility rules and reports these to supervisor either verbally or in writing;

Checks cell and corridor areas for faulty bars, gates, etc., and makes routine fire and safety checks;

Issues clothing and bedding and instructs inmates in its proper care;

Books inmates by preparing appropriate records and taking fingerprints and photo identification;

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;

Listens to inmate problems, informs them of rules and regulations; and, where they cannot be resolved, makes referrals to appropriate staff;  
May use chemical agents, weapons or restraining devices and protection equipment in case of fights or other disturbances;  
Prepares a variety of records and reports related to the care of inmates and security of the facility;  
Operates a commissary for the inmates and keeps all necessary records of the operation;  
Collection of money from inmates personal property box and maintain proper records;  
Take inmates to the jail library as part of their recreation privileges;  
Maintain supplies of recreation apparatus and equipment;  
Encourages participation in recreation activities and discusses the importance of recreation.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees; good knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of search and frisk methods; working knowledge of the proper function of correction facility security equipment, devices and safe use of chemical restraining agents; working knowledge of the use of defensive and restraining physical techniques; working knowledge of human behavior in relation to correction facility inmates; ability to observe, interpret and report on inmate activity; ability to verbally communicate rules and regulations of the facility to inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations; ability to prepare records and reports; ability to read and understand written materials; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: Either:**

Graduation from high school or possession of a high school equivalency or comparable diploma.

Must be at least 18 years of age at the time of appointment to be in conformance with Public Officer's Law Article 2, Section 3(1) and Article 2, Section 3-B.

**SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:**

Possession of a valid New York State driver's license.