



Lawrence County **CORRECTIONS OFFICER**

DEPARTMENT: Lawrence County Jail

LOCATION: Lawrenceburg, TN

SALARY: \$15.57/hour; \$16.20/hour after State certification

POSITION DESCRIPTION:

This is very responsible correctional facility work involving the intake, processing and incarceration of individuals suspected and/or convicted of criminal activity. Activities associated with the job include

- Data entry of information into a computer base.
- Fingerprinting.
- Logging personal items.
- Photographing suspects.
- Performing searches.
- Placing the individual in the most appropriate level of confinement.

JOB RESPONSIBILITIES REQUIRE:

- Frequent safety checks.
- Maintaining a log of events and activities including inmates' health and emotional state(s).
- Delivering meals and assisting with ensuring the proper administration of any medicine(s) as prescribed.

Additional responsibilities include assisting with the transportation of inmates, checking for warrants on individuals in custody and prisoners and related administrative duties. Job responsibilities require experience working in a correctional facility and/or law enforcement, good organizational, interpersonal and decision-making skills, sufficient strength and agility to perform the physically demanding aspects of the job and knowledge of correctional facility operational policies and procedures. Job performance is reviewed by the Corrections Corporal and Corrections Sergeant through the ability to interact effectively with inmates, monitor and control facility operations, knowledge of correctional facility policies

and procedures, organizational and decision-making skills and compliance with existing rules and regulations pertaining to facility operations.

SKILLS AND REQUIREMENTS:

Graduation from an accredited high school supplemented with additional course work and/or training in crime prevention and/or law enforcement, experience working in a juvenile or adult correctional facility, good organizational, interpersonal and decision-making skills; sufficient strength and agility to perform the physically demanding aspects of the job; or any equivalent combination of education and/or experience to provide the necessary knowledge, abilities and skills to perform the job.

TO APPLY:

To be considered, candidates must complete an application and send a resume to **staylor@lawcosheriff.com**. Applications are available on the Lawrence County Government website.