

# City of Americus, GA



Title: Correctional Officer  
Class Code: 3602

## JOB DESCRIPTION

### General Description:

The purpose of this class within the organization is to provide security and safety of the institution and its programs.

### Duties and Responsibilities:

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Supervises, directs and guards inmates on assigned work details; monitors activities and behavior of inmates on a continual basis; maintains inmate discipline; enforces established correctional institution rules and regulations; assists in restraining violent/unruly inmates; conducts regular headcounts of inmates; searches inmates, vehicles, and grounds as needed to locate/remove contraband or weapons; ensures separation of inmates from the public; prevents escape of inmates while on work detail; maintains radio communications with City personnel and with Sumter County Correctional Institution.
- Drives van with trailer to transport inmates and equipment to/from work sites; picks up inmates from correctional institution; transports and releases inmates back to correctional facility upon completion of work detail; inspects van to ensure security and proper operations; requests/coordinates preventive maintenance or repair work on van.
- Evaluates safety and security of work area prior to commencement of work; monitors work safety factors to ensure safety of work crews and the general public; provides safety equipment to crew; maintains traffic control.
- Performs various functions associated with ensuring the health, safety and welfare of inmates, such as distributing meals and beverages, administering CPR and first aid as needed, or obtaining medical aid.
- Supervises inmates on work crews in carrying out work assignments; instructs inmates on proper work techniques; monitors status of work in progress; inspects completed projects.
- Supervises, trains, and assists inmates in performing manual work associated with public works projects and maintenance of City property, which may include maintaining City parks and cemeteries, maintaining City buildings, maintaining ditches and roadside areas, installing drainage pipes, repairing sidewalks, mowing grass, cutting grass/weeds, cutting trees/branches, blowing debris from roads/sidewalks, mixing/pouring concrete, painting masonry or other surfaces, repairing roofs, performing carpentry, maintaining equipment, replacing parts, bagging trash/debris, or setting up safety signs or traffic flags around work sites.
- Operates a variety of equipment and tools, which may include a transport van, trailer, and radio communications equipment; assists inmates with operation of a variety of equipment

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**

Revised: 6/4/2020 (DJ)  
Page 1 of 3



# City of Americus, GA



**Title: Correctional Officer**  
**Class Code: 3602**

## JOB DESCRIPTION

and tools associated with work details, which may include a mower, weed eater, blower, concrete mixer, chain saw, pressure washer, jackhammer, shovel, rake, concrete tools, masonry tools, carpentry tools, or mechanic tools.

- Maintains accountability for tools and equipment used on work details; obtains necessary equipment and tools from City shop or other facility; performs minor equipment repairs; reports faulty equipment for repair; initiates requests/orders for replacement parts or equipment.
- Prepares or completes various forms, reports, correspondence, vehicle maintenance reports, disciplinary reports, accident reports, incident reports, performance reports, use of force reports, or other documents.
- Receives various forms, reports, correspondence, work orders, invoices, blueprints, operating procedures, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, employees, other departments, inmates, law enforcement personnel, correctional institution personnel, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent; No prior experience is required; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job

### Physical Demands:

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis.

### Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to violence; extreme noise levels.

### Special Certifications and Licenses:

Requires a driver's license valid in the State of Georgia; Requires ability to meet current certification requirements of the Georgia Basic Correctional Officer Training program and obtain BCOT Certification in Corrections within twelve months of hire date.

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**

Revised: 6/4/2020 (DJ)  
Page 2 of 3



# City of Americus, GA

Title: Correctional Officer  
Class Code: 3602



## JOB DESCRIPTION

---

### Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**

