

## CORRECTION OFFICER II

NATURE OF WORK IN THIS CLASS:

This is moderately complex correctional work involved in the custody, transport, treatment and rehabilitation of inmates.

Employees in this class perform the full range of correctional duties including independent work in specialized areas of the profession.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises groups of inmates in housing units, recreation fields and at other approved locations; supervises and instructs work details of inmates in campus or off-campus.

Maintains security within as well as the outer boundary of the correctional facility; patrols outside perimeter to prevent escape and importation of contraband or weapons into the correctional facility; searches all inmates and visitors entering and leaving the compound; inspects doors, fences, alarm systems and all precautionary devices.

Enforces correctional rules and regulations and strictly implements all standing directives.

Transports inmates to and from facility, hospital, court, work details, and other approved destinations.

Controls and logs all visitation to the correctional facility.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods and techniques used in maintaining order and discipline in a penal institution.

Ability to enforce institutional policies, rules and regulations with firmness, tact and impartiality.

Ability to oversee activities and work of inmates.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the use of firearms and physical defense techniques.

Skill in the safe operation of a motor vehicle.

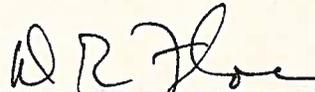
MINIMUM EXPERIENCE AND TRAINING:

- (a) One year of experience as a Correction Officer or closely related field and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980



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DAVID R. FLORES, Executive Director  
Civil Service Commission