

Worcester County Job Opportunities

DEPARTMENT: WORCESTER COUNTY JAIL

JOB TITLE: CERTIFIED CORRECTIONAL OFFICERS

COMPENSATION: **CERTIFIED CORRECTIONAL OFFICER (1 TO 2 YEARS MARYLAND CERTIFIED**)**
GRADE 19/STEP 1 \$26.37 HOURLY/\$54,850 ANNUALLY (DAYSHIFT) TO
GRADE 19 SHIFT/STEP 2- \$28.98 HOURLY/\$60,278 ANNUALLY (NIGHTSHIFT*)

PRIVATE FIRST CLASS (2 TO 4 YEARS MARYLAND CERTIFIED)**
GRADE 19/STEP 5 \$29.00 HOURLY/\$60,320 ANNUALLY (DAYSHIFT) TO
GRADE 19 SHIFT/STEP 5- \$30.38 HOURLY/\$63,190 ANNUALLY (NIGHTSHIFT*)

CORPORAL (4 TO 8 YEARS MARYLAND CERTIFIED)**
GRADE 20/STEP 5 \$30.38 HOURLY/\$63,190 ANNUALLY (DAYSHIFT) TO
GRADE 20 SHIFT/STEP 8- \$34.22 HOURLY/\$71,178 ANNUALLY (NIGHTSHIFT*)
***PAY FOR CERTIFIED OFFICERS WITH MORE THAN 8 YEARS OF CERTIFIED EXPERIENCE
MAY BE HIGHER.***

*3:45PM– MIDNIGHT OR 11:45PM-8:00AM (NIGHTSHIFT ADDITIONAL SHIFT PAY)

WORK LOCATION: WORCESTER COUNTY JAIL, 5022 JOYNER RD. SNOW HILL, MARYLAND 21863

WORK SCHEDULE: 5 DAYS ON AND 2 DAYS OFF AND THEN 5 DAYS ON AND 3 DAYS OFF
**SHIFTS INCLUDE: 7:45AM-4PM, 3:45PM-12AM, 11:45PM-8AM (MUST BE ABLE AND
WILLING TO WORK ALL SHIFTS LISTED)**
*****MUST BE ABLE TO WORK DAYS, EVENINGS, WEEKENDS, AND HOLIDAYS**

APPLICATION DEADLINE: UNTIL FILLED

JOB SUMMARY: This individual is responsible for supervising the incarcerated individual population, their movements and following the policies and procedures as outlined in the Policy and Procedure Manual to ensure the security, custody, and public safety for the Worcester County Jail. This individual will report to the Security and Custody Supervisor but will be under the direct leadership of the Warden.

GENERAL REQUIREMENTS:

- Safety Sensitive position subject to Drug and Alcohol Testing. Cannabis is prohibited.
- Essential personnel subject to emergency call-back with little or no notice. Subject to mandatory overtime as needed.
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points (MD).
- Successfully pass pre-employment background check, including fingerprinting, motor vehicle history, work history, and references
- Successfully pass pre-employment physical fitness assessment, physical examination, and psychological testing

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Follows policies and procedures as outlined in the Policy and Procedure Manual for the Worcester County Jail.
- Ensures confidentiality of information and records and complies with record retention schedule

- Provides security and welfare for the incarcerated individuals population.
- Prepares required reports in an accurate and timely manner and disseminates to proper supervising channels.
- Observes incarcerated individuals to detect or prevent disturbances.
- Escorts incarcerated individuals throughout the Jail.
- Processes incarcerated individuals into the Jail, accounting for personal property and issuing Jail clothing.
- Patrols assigned areas regularly, checking locks, doors, security lights, etc.
- Ensures the operation of the control center as assigned.
- Logs and delivers incoming mail.
- Supervises trustees in the delivery of meals to the incarcerated individual population and maintains records of the same.
- Assists and offers guidance to incarcerated individuals concerning adjustments to the institutions.
- Controls contraband in the institution through personnel and incarcerated individuals housing unit searches.
- Regulates visitors in the Jail.
- Monitors incarcerated individuals' recreation.
- Helps counseling incarcerated individuals and handling of personal problems.
- Completes assigned tasks accurately and by established deadlines.
- Cross train and back up other staff as needed.
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism.
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely.
- Ensures confidentiality of information and records and complies with record retention schedule.
- Adheres to Worcester County Government Personnel Rules & Regulations.
- Performs other related duties as required by command staff.

QUALIFICATIONS AND SKILLS:

- Valid driver's license and driving record of less than 4 points (MD)
- Must possess a High School Diploma or GED equivalent
- Must be 21 years of age
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers.
- Ability to apply acquired knowledge to increasingly varied and complex tasks.
- **CERTIFIED CORRECTIONAL OFFICER**** – in addition to the above qualifications and skills, must be certified for up to two (2) years by the Maryland Correctional Training Commission, the certification must be active, and must possess the equivalent amount of experience as a correctional officer.
- **PRIVATE FIRST CLASS**** – in addition to the above qualifications and skills, must be certified for between two (2) and four (4) years by the Maryland Correctional Training Commission the certification must be active, and must possess the equivalent amount of experience as a correctional officer.
- **CORPORAL** – in addition to the above qualifications and skills, must be certified for between four (4) and eight (8) years by the Maryland Correctional Training Commission, the certification must be active, and must possess the equivalent amount of experience as a correctional officer.

KNOWN HAZARDS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Frequent Exposure: Standing and walking for long periods. Exposure to incarcerated individuals with physical, mental and emotional limitations including contagious diseases and loss of control of bodily functions. Occasional: Sitting, running, bending, kneeling stretching and reaching. Rare: A high level of physical exertion is required to lift or restrain incarcerated individuals. Other: A generally hostile environment is created by incarcerated individuals using obscene language, gestures and behavior. Officers are required to perform body searches of prisoners including unclothed searches.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.