

## Worcester County Job Opportunities

**DEPARTMENT:** WORCESTER COUNTY JAIL

**JOB TITLE:** CORRECTIONAL OFFICER TRAINEE

**COMPENSATION:** GRADE 18 /STEP 1 \$49,899 ANNUALLY/\$23.99 HOURLY (DAYSHIFT)  
GRADE 18 SHIFT/STEP 1- \$52,354 ANNUALLY/\$25.17 HOURLY  
\*3:45PM– MIDNIGHT OR 11:45PM-8:00AM SHIFT

**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-8PM (MUST BE ABLE AND WILLING TO WORK ALL SHIFTS LISTED)

\*\*\*MUST BE ABLE TO WORK DAYS, EVENINGS, WEEKENDS, AND HOLIDAYS

**APPLICATION DEADLINE:** UNTIL FILLED

**MARYLAND STATE RETIREMENT:** THIS POSITION WILL AUTOMATICALLY PARTICIPATE IN THE MARYLAND STATE RETIREMENT SYSTEM. MEMBERSHIP IS MANDATORY FOR EMPLOYEES THAT WORK OVER 500 BUDGETED HOURS IN THE FISCAL YEAR. AS A MEMBER, 5% OF YOUR BUDGETED ANNUAL SALARY WILL BE CALCULATED, DIVIDED BY 26 AND DEDUCTED FROM YOUR BIWEEKLY PAYCHECK AND SENT TO YOUR ACCOUNT AT MARYLAND STATE RETIREMENT SYSTEM.

**JOB SUMMARY:** This individual is responsible for supervising inmate population, their movements and following the policies and procedures to ensure 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.
- 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.
- 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
- Must be able to work holidays

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Follows policies and procedures as outlined in the manual for the Worcester County Jail.
- Ensures confidentiality of information and records and complies with record retention schedule
- Provides security and welfare for the inmate population.
- Prepares required reports in an accurate and timely manner and disseminate to proper supervising channels.
- Observes inmates to detect or prevent disturbances.
- Escorts inmates throughout the Jail.
- Processes inmates into the Jail, accounting for personal property and issuing Jail clothing.
- Administers medication as prescribed by the medical staff.
- Patrols assigned area 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 inmate population and maintains records of the same.
- Assisting and offers guidance to inmates concerning adjustments to the institutions.
- Controls contraband in the institution through personnel and inmate housing unit searches.
- Regulates visitors in the Jail.
- Monitors inmate recreation.
- Occasional shift supervision functions as assigned by the command staff.
- Helps in counseling inmates 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 The Warden.

**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 certified by the Maryland Commission of Corrections within 12 months of employment.
- 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.

**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 inmates 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 inmates. Other: A generally hostile environment is created by inmates using obscene language, gestures and behavior. Officers are required to perform body searches of prisoners including unclothed searches.