

Corrections Officer I

Closes On: Open until filled

Job Status: Full-Time

Days Worked: Sun., Mon., Tue., Wed., Thu., Fri., Sat.

Salary Information

Starting wage \$16.35/HR

\$500.00 Corrections Officer hiring Incentive at 6-months of successful and satisfactory employment

\$1,000.00 Corrections Officer hiring incentive at 1-year of successful and satisfactory employment

A \$500.00 flat payment paid in December 2021 (one-time only for 2021)

General Information:

- Shifts are generally 6:00AM - 6:00PM or 6:00PM - 6:00AM. Work 24 hours one week, then 56 hours the next week with every other weekend off.
- All Corrections Officer II and Corrections Officer III employees are required to become qualified on firearms. Training is provided as well as the firearm.
- Extensive in-house training is provided to Sheriff's Office personnel in all aspects of law enforcement.
- A summary of full-time benefits can be found here, under Benefits At-A Glance: <https://www.saline.org/Departments/Human-Resources>

Due to the nature of positions in the Sheriff's Office, the selection process is fairly extensive. An applicant may be screened out at any step. Please keep in mind that no job offer will be made until all of the selection steps have been completed satisfactorily. The steps are:

- Records checks – Criminal
- An on-line entry level Corrections Officer Test.
- Tour of Jail facility.
- Board interview. The board generally consists of three members. Each applicant is asked a standard list of questions.
- Interview with the Sheriff.
- Background investigation.
- Police Profile Psychological Test. The testing takes approximately 3-4 hours to complete. You will be notified of the scheduled date and time if you qualify for police profile testing.
- Post-offer Physical Capacity Profile Test, vision exam and drug screen. All job offers are contingent upon passing a strength test, vision exam and contingent upon testing drug free.

Job Duties

Provide correctional duties in the jail facility, supervise inmates housed in booking, operate video equipment, photograph and fingerprint inmates, process paperwork and maintain records, supervise inmate workers, record visitors and monitor visitation, perform jail checks and inmate counts, perform searches, maintain security for all outside security doors, monitor cameras and intercoms, administer over the counter medications, attend required training and perform miscellaneous law enforcement duties and testify in court cases.

Minimum Qualifications

1. Must be 18 years of age at time of hire.
2. Must have a High School diploma or the equivalent.
3. Must have good clerical skills.
4. No felony or domestic violence convictions including diversions and expungements.
5. Serious misdemeanor convictions will be evaluated including diversions and expungements.

Physical Requirements

Determined Work Level: Level 4 – Heavy Work The applicant must attain a 3.5 score or above score on their physical capacity profile. Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly. Ability to communicate ideas by means of the spoken word. Must be able to give directions and greet people at the counter and on the phone. Job performance and/or safety of self and others demands being able to see clearly 20 feet or more. Must be physically able to subdue prisoners or inmates. Ability to maintain balance to prevent falling when walking, standing, crouching or running. Must be able to pursue inmates when necessary.

Veteran's Preference

Former military personnel or their spouse that have been verified as a veteran under K.S.A. 73-201 will receive an interview if they meet the minimum qualifications of the position and successfully pass any required pre-employment testing or any requirements such as licensing. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring officials. To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position with limited supervision by the end of the probationary period of covered positions.

[Veteran's Preference Notice](#)

[Veteran's Preference Eligibility Request Form](#)