

**COUNTY OF CARBON  
JOB ANNOUNCEMENT  
UNION**

**BULLETIN 11**

**POST DATE:** January 2, 2024

**APPLICATION DEADLINE DATE:** Until Filled

*Applications to be filed with Human Resources Department – County Administration Building  
mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or  
email: [carbonhr@carboncounty.net](mailto:carbonhr@carboncounty.net) or  
fax: 570-325-9492*

**POSITION:** Corrections Officer

**DEPARTMENT:** Corrections

**RATE OF PAY:** \$18.46 per hour

**HOURS WORKED:** As Scheduled

**BENEFITS:** Highmark BC/BS, Vision, Delta Dental and Life Insurance. (First of the month following sixty (60) calendar days)  
County Retirement Plan. AFLAC  
Paid time off – Vacation, Sick, Personal, and Holiday (after completion of six (6) month Initial Employment Period)

**OVERALL OBJECTIVE OF JOB:** To oversee the care, custody and control of inmates at the Carbon County Prison.

**QUALIFICATIONS:**

High School diploma or equivalent. First aid and CPR helpful. Must be able to successfully acquire a certificate of training from the Department of Corrections of Elizabethtown or other designated areas. Must possess a Valid Drivers License.

**ESSENTIAL FUNCTIONS OF JOB:**

1. Conducts searches on incoming inmates and prepares them for commitment.
2. Makes rounds and ensures proper head count as well as the safety of the prison is in order.
3. Documents and maintains daily log of prison activities and/or incidents.
4. Observes inmates, their activities and observes any unusual behaviors or needs.
5. Checks incoming mail, clothing and other items for contra band or other illegal items.
6. Instructs and enforces institutional policies and procedures with inmates.
7. Operates central control. Ensures all doors, windows are locked and prison is secure.
8. Interviews prisoners to determine their needs or problems.
9. Assists in transporting of inmates as necessary (i.e., for counselors, medical appointments, lawyers, or to other prisons).
10. Assists inmates with referrals for legal representation.
11. Interacts with inmates and physically subdues them when necessary.
12. Assists in the intervention in a crisis situation. Performs CPR, first aid, etc. as necessary.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess ability to maintain confidentiality in regard to client information and records.
3. Must possess personal integrity and honesty.
4. Must possess the ability to work effectively with inmates and prison staff.
5. Must possess a high degree of alertness and ability to detect problems or potential problems.
6. Must possess some technical knowledge and ability to operate typewriter and computers for data entries of record keeping.
7. Must possess knowledge of the practices, policies and procedures of the prison operation.
8. Must possess ability to react quickly and calmly in an emergency.
9. Must possess ability to enforce rules and regulations with firmness.
10. Must possess some knowledge and understanding of individual and group behavior and attitude of individuals under restraint.

**WORKING CONDITIONS:**

1. Works indoors in adequate work space, lighting, temperatures and ventilation.
2. Works indoors with above average exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Subject to working shifts or on-call as schedule warrants.
5. Potential exposure to blood borne pathogens or communicable diseases.
6. Works in conditions of potential outbursts of disruptive behaviors of clients.
7. Some exposure to outdoor weather during transports or perimeter checks.

**PHYSICAL REQUIREMENTS:**

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to stand for long periods throughout the workday with intermittent periods of sitting, walking and talking; occasional twisting, bending, reaching pushing, pulling to carry out job duties.
3. Must be able to ascend and descend flights of stairs (15 steps) at regular intervals to carry out job duties.
4. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out job duties.
5. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of forty (40) pounds.
6. Must be able to physically assist and control individuals who exceed a weight limit of 150 lbs.
7. Must be able to assist in carrying a weight bearing load of a minimum of 150 lbs. if necessary.
8. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.

**EQUAL OPPORTUNITY EMPLOYER**