



# Correctional Officer I

Salary Group: A10

Class Code: 4501

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
<b>CORRECTIONAL OFFICER I</b>	<b>4501</b>	<b>A10</b>	<b>\$24,910 - \$36,571</b>
CORRECTIONAL OFFICER II	4502	A12	\$27,840 - \$43,798
CORRECTIONAL OFFICER III	4503	A14	\$31,144 - \$49,134
CORRECTIONAL OFFICER IV	4504	A15	\$32,976 - \$52,045
CORRECTIONAL OFFICER V	4505	A17	\$36,976 - \$58,399

## GENERAL DESCRIPTION

Performs entry-level correctional work involving the care and custody of offenders. Work involves training in officer and offender relations, security, and corrections management. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Participates in the care and custody of offenders in adherence to correctional laws, rules, regulations, and established procedures.

Attends pre-service training programs including classroom instruction, physical training, self-defense, emergency security procedures, the use of firearms, and on-site training activities.

Performs searches of buildings, dormitories, and cellblocks for contraband and performs searches of offenders.

Oversees and provides security of offenders performing technical skills such as construction, maintenance, laundry, food service, and industrial and agricultural operations.

Oversees and controls offender movement within buildings or specific areas.

Prepares and maintains records, forms, and reports.

Assists in responding to emergency situations, searching for escaped offenders, and transporting offenders.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Familiarity with law enforcement regulations and procedures. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of applicable policies, procedures, rules, and regulations.

Ability to demonstrate proficiency in the use of assigned firearms and other security equipment, and to communicate effectively.