



Correctional Officer II

Salary Group: A12

Class Code: 4502

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CORRECTIONAL OFFICER I	4501	A10	\$24,910 - \$36,571
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 routine (journey-level) correctional work involving the care and custody of offenders. Work involves the direct supervision of offender work groups in their daily assigned duties; preventing escapes; and maintaining discipline in conformance with strict rules, regulations, and standard operating procedures. Works under moderate supervision, with limited 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.

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.

Responds to emergency situations, searches for escaped offenders, and transports offenders.

Conducts security counts of offenders; accounts for the location of each; and counts, identifies, and records the number of offenders entering or leaving buildings or areas.

Controls opening and closing of doors that have locking devices, monitors assigned perimeter security, and provides security surveillance.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in correctional custody or law enforcement work. Completion of Correctional Officer Training Academy curriculum requirements. 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, regulations, and operation of a correctional institution.

Skill in the use of assigned firearms and other security equipment.

Ability to communicate effectively.