

April 12, 2016

TO: ALL Applicants
FROM: Ann Roberts, Executive Director
RE: Part-time Staff Position Announcement

PART-TIME CORRECTIONAL OFFICER
FOR THE MADISON COUNTY CORRECTIONAL COMPLEX

Responsibilities will include but not limited to:

- Experience in the local criminal justice systems and the goals of Community Justice Center
- Responsible for a variety of duties related to the operation of the Madison County Correctional Complex
- Must be able to supervise offenders on a daily basis by monitoring and recording offender's activities
- Maintain accurate and complete statistical data, record and report offender inappropriate behavior
- Responsible for performing intake procedures
- Ability to oversee visitation, commissary, clean-up duties, medical reasons, etc.
- Ability to properly secure violent and uncontrollable offender
- Conducts routine inspections of facility and walk through of floors
- Must be Computer literate
- Must be able to administer strip searches, pat down searches, area searches and alka-sensor testing.
- Ability to effectively listen, comprehends and communicates with co-workers, offenders and the general public, by intercom, radio, telephone or in person, including being sensitive to professional ethics gender, cultural diversities and disabilities
- Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations and take authoritative action applying appropriate discretion and common sense. Ability to de-escalate situations by means of conversation/negotiation
- Monitors and collect monies of offenders needs
- Must be a team player
- Must be able to abide by rules and procedures of agency
- Ability to work irregular and/or extended hours as required for a 24 hour/7days a week facility, including weekends and holidays. **Must be able to work any shift at any time and work over when needed**
- Must be able to pass and be in full compliance of all required training and testing certification
- Applicant must have a high school diploma or GED
- Must pass a pre-employment drug screen
- Must maintain confidentiality
- Must be willing to help out in other departments as needed
- Other duties as assigned

Starting pay is \$9.00/hour during 90 day Probationary Period, once successful completion of Probationary Period rate of pay will be \$14.08/hour

To be considered, please submit an application, cover letter, resume and three (3) references to Ann Roberts, Executive Director, at the Community Justice Center located at 119 Jackson Street, Anderson, Indiana or aroberts@madisoncounty.in.gov by May 16, 2016 at 9:00 am. The Community Justice Center is an Equal Opportunity Employer (EOE).