

JOB ANNOUNCEMENT

POSITION

Entry/Experienced/Lateral Corrections Officer

DATE OPEN

March 1, 2023

DATE CLOSED

March 31, 2023

ORAL BOARD

Mid-April

2023 SALARY RANGE

\$5,319 - \$6,788 / month

6 salary steps. Starting position dependent on experience.

Base salary does not include scheduled overtime, holiday pay, educational incentive, longevity pay, \$200/month VEBA contribution and \$1,000 yearly uniform allowance.

QUALIFICATIONS

- 21 years of age or older at time of hire.
- High School diploma or GED.
- Ability to accurately read, speak and hear the English language.
- An applicant may be considered an "Experienced Candidate" if they have been a full-time, fully commissioned, public safety officer, corrections officer, or emergency services dispatcher within the past six (6) months of the date the application is received.
- An applicant may be considered a "Lateral Candidate" if they have completed their FTO and probationary training with current employer and hold all certifications required for the job classification and are able to obtain Washington state certification within six (6) months of the date the application is received.

JOB DESCRIPTION

To provide a professional level of core Jail Services using law enforcements best practices and industry standards for the custody and control of inmates as governed by Federal, State, County and local regulations in conjunction with the judicial system. To assure that the systems and processes in place are relative to the chosen values, principles and philosophies deemed effective towards quality services.

The Department's Corrections Officer position is under the supervision of the Corrections Supervisor (Sergeant) and the Support Services Division Commander. Correction Officers provide 24-hour security; monitoring, housing and care for inmates and those incarcerated by law enforcement and the City's Municipal Court. Jail Services are also provided for a variety of contract City's and the States Department of Corrections for bed space and general jail services. Additional duties include liaison with the various Municipal Courts, the City Attorney's Office, outside health care professionals, as well as in-house medical care and transportation.

GENERAL DUTIES AND RESPONSIBILITIES

- The ability to follow the best practices and industry standards associated with the Correctional Officers position responsibilities.
- To ensure that all correctional services conducted are within the legal guidelines and accepted law enforcement and jail practices.
- The ability to work in conjunction with outside agencies and representatives in a professional manner.
- The ability to create a positive, constructive work atmosphere and promote harmonious working relations among unit members and department personnel.

- To ensure the proper steps are followed for professional case management.
- To provide for the continual safety, security, order, care, and program activities of the jail facility and those incarcerated.
- Responsible for bookings and releases of inmates as prescribed by law.
- Coordinates the work of inmate trustees and ensures the timely completion of assigned tasks and duties.
- Responsible for the daily operations of systems, records and legal documents as they pertain to the operation, policies and guidelines, and maintenance of the jail facility.
- To ensure the daily health, safety and sanitation of the jail facility.
- The learned ability to safely manage and control those incarcerated through an evacuation plan, fire safety issues, disease and infection control, and for the appropriate use of physical restraints.
- The learned ability to monitor and recognize signs of physical and mental health issues and/or symptoms, suicide precautions, and the administering of medications as legally prescribed.
- The learned ability to safely and professionally conduct searches of inmates, cell areas and property.
- The learned ability to provide proper food services and/or prescribed foods and meals.
- The learned ability to recognize and address risk management issues and problems.
- The learned ability to screen and work with inmate employers for jail work release programs.
- Prepare and submit reports and information to the Jail Supervisor for activities involving health, safety, and or disciplinary issues involving inmates or other personnel.
- The learned ability for the efficient use of the various computer systems, electronic fingerprinting and technology enhanced equipment used within the jail facility.
- Operate within guidelines set forth by the Washington State Criminal Justice Training Commission (CJTC), current legislation and best practice governing boards.
- To perform other duties as assigned by the Chief of Police or designee.

SCHEDULE

4 on and 4 off

12 Hour Shifts

Day Shift: 0600 – 1800

Cover/Mid Shift: 1000 – 0000

Night Shift: 1800 - 0600

BENEFITS

- Medical
- Dental
- Vision
- VEBA
- PSERS
- Sick leave
- Vacation
- Optional compensatory time
- Optional 457 Deferred Compensation Plan
- Optional Disability Insurance
- Optional Health Care FSA / Dependent Care FSA

HIRING PROCESS

- Entry Level
 - Complete the applicable tests through [Public Safety Testing](#)
 - Complete a [City of Enumclaw Application for Employment](#)
 - DD-214 if claiming veterans scoring criteria
- Experience & Lateral
 - Complete a [City of Enumclaw Application for Employment](#)
 - Include a resume and cover letter with your application submission outlining your related experience.

- DD-214 if claiming veterans scoring criteria
- Applications can be submitted via mail, email or dropped off at City Hall.
 - Enumclaw City Hall
 - Attn: Katy McKee/Civil Service
 - 1339 Griffin Ave
 - Enumclaw, WA 98022
 - kmckee@ci.enumclaw.wa.us
- Qualified applicants will be invited to participate in an oral board.
- The top three candidates will participate in a Chief's interview.
- The selected candidate will be given a conditional offer of employment contingent on successful completion of the background process. The background will include:
 - Detailed personal history questionnaire
 - Polygraph
 - Psychological Exam
 - Medical Screening

QUESTIONS

- For questions about the testing process, or to verify qualifications contact Deputy City Clerk / Civil Service Secretary Katy McKee at kmckee@ci.enumclaw.wa.us or 360-615-5627.
- For questions related to benefits and insurance contact Human Resources Manager Tana Nissen at tnissen@ci.enumclaw.wa.us or 360-615-5611.