

Job Details

ADC DCC Correctional Officer I

Agency: DEPARTMENT OF
CORRECTIONS

Office:

Section:

Date Posted: 08/01/2020

Posting Expires: 08/31/2020

Summary

The Arkansas Department of Correction (ADC) / Department of Community Correction (DCC) Correctional Officer I is responsible for maintaining security, observing behavior, overseeing work, and documenting records of inmates/residents in a correctional/residential facility. This position is governed by state and federal laws and agency policy.

Typical Functions

Supervises the security and conduct of inmates/residents in cells, during group meetings, meals, bathing, at recreation, during visitations, while working and other assignments. Maintains perimeter security from tower by watching for escapees and/or disturbances. Maintains security at front gate by logging in visitors to unit. Performs security checks of buildings and grounds, including shakedowns and strip searches of inmates/residents. Maintains a log for work release, status, and movement of inmates/residents. Writes incident reports and takes disciplinary action on rule violations of inmates/residents. Escorts inmates/residents to visitation, court, and work assignments. Attends shift briefing to discuss incidents, problems, and security issues. May operate communications equipment by receiving/transmitting messages, logging incoming/outgoing calls, and contacting requested parties. Performs other duties as assigned.

Special Job Dimensions

Job Details

Position No.: 4800-CP56

Class Code: T083C

Grade: GS04

Salary Range: \$29,046.00 - \$42,117.00 per
year

Background
check Yes
required?

Job Type: Full Time

Location Information

Job City: Osceola, AR - Northeast AR
Center

Job
County/Region: Mississippi

Contact Information

Contact name: Rebecca Whitaker

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Options

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Frequent shift work, exposure to danger, and emergency on-call duty may be required. Occasional in-state travel is required. May be required to carry and operate a firearm.

Knowledge, Abilities, and Skills

Knowledge of department policies and procedures. Knowledge of the characteristics of and response to human behavior. Ability to monitor inmate/resident activities and write reports. Ability to perform security inspections of buildings and grounds. Ability to conduct investigations. Ability to exercise self-defense tactics.

Minimum Education and/or Experience

The formal education equivalent of a high school diploma.

Preferred Qualifications

Certificates, Licenses, Registrations

Must possess a valid Arkansas driver's license. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Agency Specific Information

The starting salary for this position is \$29,046.00. All salary offers are subject to approval by the Office of Personnel Management subject to authority provided by the state pay plan. College degree and/or transcripts and DD214/NGB-22 must be attached to your application for additional qualification processes. If you are not able to scan and attach to your application you can fax it to 870-850-8550 but please make sure you list the position number on the document you are faxing. APPLICANTS MUST SUBMIT A COMPLETED STATE OF ARKANSAS APPLICATION. THE WORK

HISTORY SECTION OF THE APPLICATION MUST BE COMPLETED OR IT WILL NOT BE CONSIDERED. PLEASE LIST ALL PRIOR JOBS ON THE STATE APPLICATION. NOTE: We do not accept faxed or printed applications. Other job related education and experience may be substituted for all or part of the minimum requirements upon review. The Department of Corrections is a drug free workplace.

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