

PART-TIME CORRECTIONS OFFICER

POSITION TITLE: Part-Time Corrections Officer

DEPARTMENT: Police

SALARY: \$19.63

FLSA STATUS: Non-Exempt

REPORTS TO: Jail Manager

JOB SUMMARY:

The part-time corrections officer position maintains security of the jail and supervises prisoners. This position reports to the Jail Manager.

ESSENTIAL JOB FUNCTIONS:

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees security and control of prisoners
- Operates and maintains equipment and sanitary conditions of the jail
- Performs prisoner bookings, including paperwork, transfer of property, fingerprinting and searches
- Completes necessary paperwork and maintenance of records
- Performs other tasks and duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic office methods and procedures. Knowledge or training in supervision of personnel. Knowledge and experience with use of calculator, computers, computer programs such as Microsoft Office, internet, copy machine, fax machine, general office supplies, and telephone system. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions.

QUALIFICATION, TRAINING, AND EXPERIENCE:

- High School Diploma or equivalent;
- Must be at least 18 years of age at time of application filing
- Must be able to work rotating shifts, weekends, holidays, and overtime as scheduled or required
- Required to pass written, medical and psychological examinations
- Must attain a minimum score of 70% on written examination prior to any further testing or interviewing
- Must pass a background check

PHYSICAL DEMANDS AND WORK ENVIRONMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee has the ability to work safely; Standing, walking, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 20 pounds. Repetitive use of computer keyboard. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

TO APPLY: Applications are available at www.northroyalton.org and City Hall, 14600 State Road, North Royalton, OH 44133 between 8:00am and 4:30pm. Completed applications can be dropped off at City Hall or emailed to hr@northroyalton.org.

An Equal Opportunity Employer



City of North Royalton Pre-Employment Application

You must complete this form to apply for employment. Answers must be complete and legible. Applications lacking sufficient information will not be processed.
The City of North Royalton is an Equal Opportunity Employer and provider of ADA services.

Applicant Information

Applicant's Name (Last, First, M.I.)		Position Applying For	
Street Address		How did you hear about this job?	
City	State	Zip	
Phone Number		Alternate Phone Number	
E-mail Address		Do you need an aide, assistance or accommodation to complete this application? If yes, please ask to be referred to the City HR Office.	
Have you ever been a member of the Armed Services?		If yes, number of years served:	
Duty/Specialized Training		Branch	

- | | | |
|--------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Have you ever been employed by the City of North Royalton before? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Are any of your employment records under a different name? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Do you have the use of a motor vehicle, if the job requires it? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Are you willing and able to secure an Ohio Driver's License, if a license is required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Do you have a valid Commercial Driver's License? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Can you travel if the job requires it? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Have you ever been discharged or suspended by an employer or resigned in lieu of dismissal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Are you able to perform the essential functions of the position with or without accommodations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Can you perform the job-related requirements of the specific job for which you are applying? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Do you have supplemental employment that could be a potential conflict with the position you are applying for? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Are you related to anyone who currently works for the City of North Royalton? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered "Yes" to questions 1, 2, 7, 10, 11 or "No" to questions 8 or 9, please explain in full below, indicating by number the question to which you are responding:

Education and Training

School			
Elementary			
High School Graduate/GED			
College & Major		# Years Attended	Did you Graduate?
Associates Degree			<input type="checkbox"/> Yes <input type="checkbox"/> No
Bachelor's Degree			<input type="checkbox"/> Yes <input type="checkbox"/> No
Master's Degree			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No

Occupational Licenses, Registration, Certificates (attach copies)

License/Certificates Issued By	Field/Trade/Specialization	License/Certification No.	Issue Date	Expiration Date

Employment History

Please list below all work-related experience, starting with the most recent employment and working backwards. Provide a detailed description of regularly assigned ongoing duties for each job. Additional sheets may be attached if necessary. Please attach a current resume (if available) to this application.

Employer	Job Title	Dates of Employment (Month & Year)	
		From:	To:
Business Address			
Supervisor Name and Title		Starting/Ending Salary	Telephone No.
Description of job duties and give approximate percentage of major duties		Reason for leaving	

Employer	Job Title	Dates of Employment (Month & Year)	
		From:	To:
Business Address			
Supervisor Name and Title		Starting/Ending Salary	Telephone No.
Description of job duties and give approximate percentage of major duties		Reason for leaving	

Employer	Job Title	Dates of Employment (Month & Year)	
		From:	To:
Business Address			
Supervisor Name and Title		Starting/Ending Salary	Telephone No.
Description of job duties and give approximate percentage of major duties		Reason for leaving	

List any other courses, classes, trainings, or volunteer work that would enable you to perform the position for which you are applying.

Special Skills: List specialized training, office machines you can operate, typing speed, languages you speak fluently, etc. and any other skills which add to your qualifications.

Do you have computer skills? Please list software programs you have used:

Do we have permission to contact your present employer?

☐ Yes ☐ No

Do we have permission to contact your previous employer?

☐ Yes ☐ No

Date available for employment:

References

List three PROFESSIONAL references, other than relatives, who may be contacted.

Name and Address	Telephone Number	Occupation
Name and Address	Telephone Number	Occupation
Name and Address	Telephone Number	Occupation



The City of North Royalton will not discriminate against any individual or group because of race, sex, sexual orientation, religion, age, height, weight, genetic information, national origin, color, marital status, political beliefs or disability. Applicants with a disability who may need an accommodation to complete the pre-employment application or participate in the interview process should make such a request to the City of North Royalton Human Resource Department.

Visit our website at www.northroyalton.org

Applicant Certification

I certify that all information above is true and complete and I agree and understand that any falsification of material facts will result in forfeiting any rights to consideration for employment with the City of North Royalton. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that if accepted by the City of North Royalton, my employment is voluntarily entered into and I am free to resign at any time. Similarly, the City of North Royalton is free to conclude my employment at any time. I further recognize that this application is not a contract and cannot create a contract, and that if hired I will be an employee at will, subject to discharge without cause unless otherwise specified by law.

Applicant Signature

Date