



Androscoggin County Government

Job Description

Title: Corrections Officer

Department: Androscoggin County Jail

Supervised by: Shift Supervisor & Assistant Shift Supervisor

FLSA Status: Non-Exempt

Union: Androscoggin County Employee Association

Position Summary: A Corrections Officer is responsible for the daily management and safety of an assigned area of the facility to ensure all residents are following all state, Maine Department of Corrections and agency rules and regulations and to ensure that the inmate's safety.

Essential Duties and Responsibilities: The essential duties for this position include but are not limited to the following.

1. Must be knowledgeable of and abide by Androscoggin County's Standard of Conduct, Code of Ethics and Policy and Procedures.
2. Required to successfully complete all mandatory training classes and maintain their Corrections Officer Certification through the Maine Criminal Justice Academy.
3. Possess the proper demeanor and techniques to communicate in an effective manner with all staff, offenders, and community.
4. Ensure proper utilization and maintenance for all equipment and ensure it is in presentable and in a good working order.
5. Ensure safety and security of facility, staff, community, and offenders in accordance with Maine Jail Standards and agency Policy & Procedures.
6. Must be familiar with the agency's use of force policy and act appropriately and responsibly in assessing, directing, and using restraints, Tasers, and Oleoresin Capsicum (pepper spray).
7. Report all serious or unusual events that occur to the Shift Supervisor and/or the Assistant Shift Supervisor.
8. Performs other duties and tasks as may be assigned by administration.

Recommended Minimum Qualifications:

1. High school graduate or equivalent.
2. Possession of a valid Maine Driver's License.

Education and Experience:

1. High School Graduate

Supervision:

Supervision Scope: None

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved by Sheriff:



Date: 11/15/2023