

Mitchell County Corrections Officer Position Description

Processes inmates in/out of the Mitchell County Jail, maintaining all paperwork necessary to the process; verifies all court commitments, warrants to discharge & other orders of the court; schedules all inmate transportation between the Mitchell County Jail and other detention facilities; fingerprints inmates; photographs all incoming inmates; and assigning/admitting inmates to cell blocks. Accepts and processes bail bonds and cash bail for inmates.

Reviews logs and reports from previous shift; maintains knowledge of inmate population and cell assignments; completes activity logs and reports. Maintains detailed daily log related to jail operations. Maintains a variety of record and files. Answers telephone and assist the public with questions concerning inmate status.

Supervises all inmates visually and/or by closed circuit TV in all areas of the Jail for their well-being & the security of the facility; administers medication; issues jail/bed clothing; provides commissary items; oversees inmates cleaning of self-hygiene and living quarters; administers to all other needs of inmates as may be required.

Coordinates inmate movement inside and/or outside of Jail; arranges for medical/dental appointments, court appearances, professional evaluations and any other required transportation; arranges telephone calls & visitation for inmates.

Communicates directly with officers of the court, parole officers, Clerk of Courts personnel, other law enforcement agencies, & penal institutions concerning inmate-related matters. Testifies in court proceedings if needed.

Performs various safety functions, which require training in CPR and fire safety and suppression. Required to attend the one-week course on Basic Jail Academy.

Maintains building equipment and supplies.

Must be available to work overtime, with little or no advance warning. During emergencies, may be required to work overtime.

Assist with court security as needed.

Performs other related duties as assigned.