



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE: AUGUST 20, 2010**

**CLOSING DATE: ON-GOING**

**TITLE: ON CALL CORRECTIONS OFFICERS (10 OPENINGS)**

**ENTRY RATE: \$8.00/HOUR**

**DEPARTMENT: CORRECTIONS**

**HOURS PER WEEK: AS NEEDED**

**NO FRINGE BENEFITS**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

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**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school graduate, college preferred. Valid drivers license. Minimum age requirement of 21 years. Excellent health. Successful completion of agility and basic skills test, psychological assessment, physical exam to include drug screen and interview. Applicants must submit:

- a. a copy of their drivers license
- b. a copy of their high school or college diploma

**DEFINITION OF CLASS:**

Works within the housing units and supervises prisoners. Maintains order, supervises feeding, cleanliness, and accounts for all persons and property entering and leaving the housing units.

**DUTIES & RESPONSIBILITIES:**

Makes rounds and verifies prisoner count. Prepares prisoners for court, etc. Sees that prisoners receive meals. Accounts for any broken or damaged property. Collects and delivers all request slips. Delivers all merchandise received. Distributes all writing materials. Collects and inspects all mail. Investigates and reports (in writing) any unusual activities during the shift. Special supervision of prisoners when needed. Makes a thorough search of all cells and housing units. Supervises and sets up for special services. Supervises the work of the trustees or other prisoner groups. Performs other duties as may be required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

**KNOWLEDGE, SKILLS, & ABILITIES:**

Ability to follow written and oral instructions. Minimum supervisory ability, use of good judgment and alertness.

Ability to write accurate and concise reports.

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The Erie County Prison is a participant in the On-The-Job Training Program through the Department of Veteran's Affairs.

Veterans, National Guard, and Reservists can use their G.I. Bill Benefits and may be eligible to receive a monthly check from the U.S. Department of Veteran's Affairs (VA).