



---

**Job Title:** Corrections Officer  
**Department:** Tooele County Sheriff's Office  
**Starting Salary:** \$18.33 per hour  
**Status:** Full-time with Benefits  
**Closing Date:** Open until filled

---

**The Opportunity:** Tooele County is currently accepting applications to establish a roster for a Corrections Officer with the Tooele County Sheriff's Department

This opportunity includes this great comprehensive benefit package:

- Phone and Uniform allowance
- 401 K match
- Participating Utah Retirement Services (URS) member
- Every other weekend off
- Extensive training opportunities
- Experienced officers can be considered for Deputy II position
- You can live anywhere in Tooele County
- Access to 24 hour a day new gym
- Access to our Tooele Co Deseret Peak Complex
- Numerous overtime opportunities available
- Annual, Sick and Converted Sick leave as well as 11 paid holiday

**All applicants must attach test scores or verification of completing their Written Entry Test required by the Utah P.O.S.T Academy.** Certified Peace Officer or Corrections Officer must also attach a copy of the certification with their employment application. **Applicants MUST pass all requirements to move on to the next phase of roster.** A P.O.S.T. standards physical agility test (**vertical leap:** 17.5 inches, **push-ups:** 21 no time limit no resting, **sit-ups:** 29 in a minute, **1 ½ mile run:** 14:46) and a **short interview** will be administered at the **Tooele County Detention Center** 1960 South Main, Tooele, UT 84074. **We will notify all applicants of the date at a later time.** **Applicants will be graded based on their physical performance.** **Applicants who do not take the test will be disqualified from further consideration.** **POST Certified applicants will not need to take the physical test.** **Please attach all diplomas and certifications you may have acquired for verification.**

**POSITION DUTIES:** Will maintain the security of the Tooele County Detention Facility and will uphold order and insure prisoner welfare.

**MINIMUM QUALIFICATIONS:**

**Corrections Officer I- \$18.33:**

- Graduation from high school or GED; 2 years of responsible work experience
- Must have the ability to be qualified in the use of firearms in order to serve in a bailiff or transportation of prisoner position
- must successfully pass a comprehensive background investigation, drug testing and a psychological evaluation as a condition of hire
- 21 years of age at the time of hire.
- A citizen of the United States; a resident of the State of Utah
- Must possess and maintain a valid Utah Driver's License; No disqualifying criminal history; No DUI convictions in the past two years.
- Full-time position/ Must work rotating shifts to include weekends and holidays.

**Corrections Officer II- \$22.29:** Meet the minimum qualifications for a Corrections Officer I; a minimum of two (2) years as a certified corrections officer.

Applicants selected for hire will be given a conditional job offer based on successfully passing all phases of the selection process, a comprehensive background investigation, drug test, eye exam and psychological examination.

---

For a complete job description or an on-line application please visit

<http://www.co.tooele.ut.us/hr.html>

Applications must be submitted to  
**Tooele County Human Resource Office, Rm 308**

47 South Main Street Tooele

or email application and resume to [tadams@co.tooele.ut.us](mailto:tadams@co.tooele.ut.us)

EEO Employer

**TOOELE COUNTY**  
**Job Description**

<b>TITLE:</b>	<u>Corrections Officer I, II, III</u>	<b>JOB CODE:</b>	<u>504, 505, 520</u>
<b>DIVISION:</b>	<u>Corrections</u>	<b>EFF. DATE:</b>	<u>10/01/11</u> (Amended: 2/16)
<b>DEPARTMENT:</b>	<u>Sheriff</u>	<b>GRADE:</b>	<u>20, 24, 25</u>
<b>EEO CLASS:</b>	<u>Protective Service</u>	<b>FLSA:</b>	<u>Non-Exempt</u>
<b>WORKERS COMP:</b>	<u>Police</u>	<b>CDL:</b>	<u>Not Required</u>
<b>RANDOM A&amp;D:</b>	<u>Yes</u>		

**GENERAL PURPOSE**

**Corrections Officer:** Maintain the security of the Tooele County Detention Facility and to maintain order and insure prisoner welfare as outlined in Tooele County Detention Facility Policy and Procedures. Must be a certified Correction Officer.

**Transportation:** Will provide inmate transportation duties both inside and outside of the Detention Center.

**Support Services Officer:** Will assist with any other duties of the Support Services Division as requested.

**Courts:** May serve as Court Security Bailiff in the District Court, Tooele Valley Justice Court and Juvenile Court; and may supervise the County inmates on the Work Release Program as needed.

**SUPERVISION RECEIVED**

Works under supervision of the Sheriff, Chief Deputy, Corrections Lieutenant, Court Security Sergeant and/or an administrative superior.

**SUPERVISION EXERCISED**

Supervise care of inmates as outlined in the Tooele County Detention Facility Policy and Procedures.

**EXAMPLE OF DUTIES**

**Corrections Division:**

Serve as Correction Officer while supervising inmates on the County Work Release Program.

Maintain security in inmate housing, booking and lobby areas; inspect cells, housing and booking area for security and prisoner welfare; check detention facility parameter; operate electronic doors, operate intercom system. Inspect detention facilities; search and control contraband.

Assist in the care and handling of detention inmates as assigned; distribute and supervise distribution of meals; log inmate moves into the computer.

Receive, photograph and fingerprint prisoners. Book inmates into the facility using the computer.

Prepare a variety of reports, logs and records and maintain same. Participate in inmate disciplinary board hearings.

Provide security for visitors.

Escort prisoners within the confines of the facility; prepare inmates for transportation; transport inmates to court, medical appointments and other destinations as assigned by administrative personnel.

Council inmates in non-emergency problems.

Intervene in inmate conflicts.

Release prisoners for court to proper authority.

Supervise cleaning of facility. Maintain order within the facility. Insure that prisoners maintain hygienic conditions. Secure proper care for sick prisoners.

**Transportation:**

To perform the duties of a Corrections/Transportation Officer must have a minimum of three (3) years as a certified Correction Officer with the Tooele County Detention Facility.

Transport inmates to and from Court and make sure that all necessary paperwork is taken to court or brought back from court for each inmate transported.

Must maintain the care, custody and control of individuals being transported.

Perform physical searches of individuals being transported and the transport vehicle for contraband and seizures such as evidence.

Operate and maintains job-related equipment.

Transport new inmates from the booking areas and checks them into their new assigned cells following department procedures.

Transport inmates being released from their housing units to the appropriate booking area after completing check out procedure as per department procedures.

Will perform any other duties of a Correction's Officer within the Detention Center as needed.

Any other duties as assigned.

**Support Services Officer:**

Maintain inmate property records.

Monitor kitchen activities.

Oversee all laundry operations.

Maintain trustee assignments for all trustee positions.

Food Service Liaison.

Assist with any other duties of the Support Services Division as requested.

Make sure all trustee records are updated daily.

Complete any log entries or reports as needed.

Work in any other assigned Corrections Officer position as directed.

Other duties as assigned.

**Court Security Division:**

May serve as Court Security Bailiff in the Courts; responsible for order and security in the courtroom and adjacent corridors. Other duties as assigned by the Judge and/or Sheriff.

Perform related duties as required.

**MINIMUM QUALIFICATIONS**

Education and Experience;

**Corrections Officer I – Grade 20; Code: 504** -- Possess a high school diploma or the GED equivalent; must be 21 years of age; possess a valid Utah driver's license at the time of hire; a citizen of the United States; a resident of the State of Utah; must have no disqualifying criminal history; must have no DUI convictions in the past two years; must successfully pass a comprehensive background investigation, drug testing and a psychological evaluation as a condition of hire; and, successful completion of Utah State Corrections Academy before being considered for advancement. Must work rotating shifts to include weekends and holidays. One (1) year probation from date of hire; extendable up to one year.

**Corrections Officer II – Grade 24; Code: 505** --- Meet the minimum qualifications for a Corrections Officer I; a minimum of two (2) years as a certified corrections officer.

**Corrections Officer III – Grade 25; Code: 530**--- Five (5) years as a Corrections Officer II with TCSO.

OR

An equivalent combination of education and experience.

AND

Failure to meet and maintain the minimum qualifications, knowledge, skills and abilities for this position will result in demotion.

AND

Learn to use and care for firearms. Communicate effectively, orally and in writing. Establish and maintain effective work relationships with those contacted in the course of work. Follow written and verbal instructions.

AND

Knowledge of Policies and Procedures of the detention facility. Knowledge of first aid. Knowledge of Utah State Laws.

AND

Must possess a valid Utah Drivers License.

AND

Must complete and pass a written, oral and agility/physical examination. Must be able to pass security checks. Must be bonded.

**Essential functions** of this position involve working rotating shifts to include weekends and holidays; frequent lifting of

25-50 pounds with occasional lifting of up to 100 pounds or more. This is often combined with bending, twisting, working on irregular surfaces or at heights above the ground, running, apprehending violent offenders and operating a firearm. Exposure to sudden physical and emotional demands and the need to physically defend oneself and/or restrain recalcitrant individuals and may require the use of weapons. Ability to think and act quickly in emergency situations; use of judgment for people and situations. Learn, understand and interpret laws and regulations.

**OTHER QUALIFICATIONS**

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- < thoroughness, planning and organization, neatness and accuracy;
- < learning and knowing all phases of the job; recognizing and solving routine problems;
- < knowing the office policies, systems and services;
- < compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- < being able to perform new duties, adjust to new situations, and control of self under pressure;
- < being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- < making decisions; studying and considering all facts; using common sense;
- < cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- < being friendly, helpful and showing self-control;
- < being punctual in attendance; and
- < being professional in dress and manner; showing good housekeeping of the general work area.

**APPROVED:**

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Sheriff

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Commissioner

<b>New Employee Certification of Receipt of Position Description</b>	
I certify that I have read and have received a copy of this position description and understand this is a current description of the expected duties and responsibilities of my job with Tooele County Sheriff's Department.	
Employee's Signature	Date