



BENTON COUNTY SHERIFF'S OFFICE

Serving Benton County Since 1846

113 E. 3rd Street Vinton, Iowa 52349-1756

Office (319) 472-2337 Fax (319) 472-4770 sheriff@bentonsheriff.com

NOW HIRING

Position: Correctional Officer

Department: Benton County Sheriff's Office

Location: 113 E 3rd Street, Vinton, IA 52349

Reports to: Sergeant, Jail Administrator, Chief Deputy, Sheriff

Salary Range: \$45,593.60 - \$61,630.40

Job Type: Full-Time

Job Summary: Correctional officers are responsible for the custody and control of inmates. Officers perform functions in accordance with established regulations and procedures.

Key Responsibilities:

Each of the following duties and responsibilities are performed on an on-going basis. The duties and responsibilities of this position include, but are not necessarily limited to:

- Monitors the conduct of inmates in the jail according to established policies, regulations, and procedures, to prevent escape or violence.
- Inspect the conditions of locks, windows, doors at jail facility to ensure security and help prevent escapes.
- Records information, such as inmate identification, charges and incidences of inmate disturbance, and keeps complete and accurate logs of activity.
- Searches inmates and conducts searches of cells for valuables or contraband, such as weapons or drugs.
- Conduct head counts to ensure that each inmate is present.
- Assisting inmates with medical needs such as CPR and first aid.
- Apply physical force in situations necessary to maintain the orderly operation of the jail.
- Performing all other related duties assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Individuals must be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprints.
- Individuals must not have been convicted of a felony or a crime involving moral turpitude.
- Must possess a driver's license with clean driving record.



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Physical Demands/Work Hours:

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, walk, and drive.
- Near and far vision is required as correctional officers are responsible for conducting searches and scanning inmate activity at a distance.
- To physically detain an inmate, an individual must be able to coordinate the movement of your arms, legs and torso and exert maximum muscle force to lift, push, pull or carry objects.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

There is a probability of exposure to violence and potential physical harm while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

THE ABOVE DECLARATIONS ARE NOT INTENDED TO BE AN "ALL-INCLUSIVE" LIST OF THE DUTIES AND RESPONSIBILITIES OF THE JOB DESCRIBED OR OF THE SKILLS AND ABILITIES REQUIRED TO PERFORM THE JOB. RATHER, THEY ARE INTENDED ONLY TO DESCRIBE THE GENERAL REQUIREMENTS OF THE JOB.

Benefits:

- IPERS retirement with employee contribution and employer contribution
- After completion of probationary period, Iowa certified candidates will be granted up to seven (7) years credit for prior service for the calculations of pay and vacation
- Health Insurance, Dental insurance, Vision Insurance, Flex Spending, Accident and Critical Illness Insurance, Flex Spending Accounts, Wellness program, EAP.

Application Process:

Interested candidates are encouraged to submit a completed application form, a detailed resume, and a cover letter outlining their qualifications and experience to the Benton County Sheriff's Office at 113 E 3rd St, Vinton, IA 52349. Applications can also be emailed to j.karsten@bentonsheriff.com and r.denison@bentonsheriff.com. The application period will remain open until the position is filled.

Equal Opportunity Employer: The Benton County Sheriff's Office is an equal opportunity employer and encourages applications from all qualified individuals. We are committed to creating an inclusive and diverse work environment.