



STARKE COUNTY SHERIFF'S OFFICE

SHERIFF JACK ROSA

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5435 E. State Road 8
Knox, Indiana 46534

Starke County Corrections Officer

Job Title: Part-time Corrections Officer
Supervisor: Jail Warden/Jail Commander
Salary: \$13.81-\$15.45 an hour.
Benefit: N/A
Location: Knox, Indiana — Starke County Justice Center

POSITION SUMMARY: This position is responsible for maintaining a safe and secure environment for pre-trial and sentenced individuals in accordance with Indiana Jail Standards and local policies.

JOB RESPONSIBILITIES:

- Works directly with offenders to complete daily operations of the Facility.
- Serves as the central point of contact between offenders and Starke County Court Services.
- Conducts initial assessment of offenders of information pertaining to health, risk level, and charging information.
- Supervision of offenders completing assigned task to standard of agency policies.
- Attends training and agency related meetings and conferences.
- Works closely with the Jail Administration in the collection of data, report writing and follow-up.
- Ensures safety and security of the facility, offenders and staff members.
- Maintains professional relationships with staff members and offenders.
- Facilitate restorative justice processes.

"LOYALTY AND PRIDE"

POSITION REQUIREMENTS:

- Ability to work effectively under pressure of deadlines.
- Ability to work in a team environment, while also working independently.
- Demonstrated capacity to handle multiple tasks.
- Excellent public relations and communications, conflict management.
- Knowledge of inmate rights and standards.
- Demonstrated ability to maintain confidentiality with sensitive information.
- Demonstrate ability to follow standard operating procedures.
- Computer literacy in word processing, email, internet.
- Demonstrate excellent verbal and written communication skills.
- Ability to develop professional relationship with co-workers.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract. This position is funded through grant funds.

MINIMUM QUALIFICATIONS:

- Experience within Corrections setting preferred.
- Must be willing to work 12-hour shift.
- Able to work Days, Nights, Weekend, Holidays.
- Must be willing to work with the inmate population and in a jail setting.
- Must have reliable transportation.

Starke County
Corrections Officer
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