

# Open Position Announcement

Application Close Date: Open Until Filled



The Suwannee County Sheriff's Office is currently seeking interested and qualified candidates for the position described below. A complete, detailed job description for this position is available in the Suwannee County Sheriff's Office Human Resource office.

**Position Title:** Corrections Deputy

**Hours:** 12 hour shift

**Salary:** \$45,000 (salary based on years of experience)

## Description of Position:

Corrections Deputies work in a 24 hour a day, 7 day a week secured facility. They are responsible for keeping order, enforcing rules and regulations and promoting positive correctional practices. The Corrections Deputy may perform other related duties and tasks, as required, and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

## Duties and Responsibilities:

- \* Oversees unit to provide care, custody, and control of inmates
- \* Maintains security of inmates, civilians, and staff during visitation, physical recreation and other inmate movements.
- \* Verify inmate counts are conducted and accurately prepared.
- \* Maintain visual contact of officers anytime they enter an inmate area.
- \* Utilize inmate trustees to perform sanitation duties.
- \* Record inmate movement (e.g. court, hospital, new housing/bed assignment, etc.).
- \* Utilize appropriate documentation for inmate accountability.
- \* Be alert to all activities while monitoring inmates by audible and/or visual observation.
- \* Provide inmates access to telephones according to the established schedule.
- \* Responds to emergency situations and renders assistance outlined in the policies and procedures of the Suwannee County Sheriff's Office Corrections Division General Orders.
- \* Transports inmates to appropriate locations and/or facilities.
- \* Perform searches of people and objects capable of concealing contraband.
- \* Maintain awareness of inmates at all times, checks physical and mental conditions, and take notice of any abnormal circumstances.
- \* Prepare and submit proper

**SUWANNEE COUNTY  
SHERIFF'S OFFICE**

**Corrections Deputy**

## CONTACT

PHONE:  
386-364-3492

WEBSITE:  
[Suwanneesherrif.com](http://Suwanneesherrif.com)

documentation to the shift sergeant on duty should any unusual activity occur (e.g. inmate injury, inmate fight, etc.). \*Inspect his/her area of responsibility for maintenance discrepancies and notify the supervisor on duty. \*Perform any other duties as required or directed by supervisors.

### **Qualifications:**

\*Be at least 19 years of age \*Be a citizen of the United States \*Have a Valid Driver's License \*Not have been convicted of a felony or misdemeanor involving perjury or false statement \*Never received a dishonorable discharge from any of the Armed Forces of the United States \*Be of good moral character \*Ability to pass a background investigation, drug screening, and physical examination by a licensed Physician

### **Education and/or Experience**

\*High School Diploma (or equivalent) \*Taken and passed a Commission-approved Basic Abilities Test (BAT) (if not certified and attending a Florida Basic Recruit Training Program) \*Successful completion of the Florida Basic Recruit Training Program for the discipline or equivalency for out of state officers \*Achieved a passing score on the State Officer Certification Examination (SOCE) \*Knowledge of State and Federal law

### **Equal Employment Opportunity Employer**

The Suwannee County Sheriff's Office is an equal opportunity employer and a drug free workplace. Our Agency values the service of veterans to our country, supports recruitment of veterans, and veteran's preference will be given in accordance with Chapter 295 of the Florida Statutes for those who meet the minimum requirements of the position. "The Suwannee County Sheriff's Office values the service of veterans to our country, supports recruitment of veterans, and veterans preference will be given in accordance with Chapter 295 of the Florida Statutes for those who meet the minimum requirements of the position"