NASSAU COUNTY SHERIFF’S OFFICE

CORRECTIONAL OFFICER

Position Concept:

The Detention Deputy monitors, controls and accounts for incarcerated inmates and civilian visitors while at the Nassau County Sheriff's Office Jail / Detention facilities. The Detention Deputy also monitors and supervises juveniles. The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, NCSO law enforcement officers, Nassau County fire/rescue officers, other local, state and federal law enforcement agencies and other public safety personnel; responding politely to civilians, visitors and inmates, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Detention Deputy may perform other related duties and tasks, as required or assigned and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Education, Professional Certification or License**:

• High School Diploma or GED

• **REQUIRED** State of Florida Basic Recruit Certificate of Corrections Compliance after

completion of training in accordance with the Florida CJSTC

• Valid Florida Driver's License

**Professional Experience**:

• Prior Corrections / Law Enforcement experience is **preferred but not mandatory**

• Experience in Security or Social Work fields **preferred**

**Physical Requirements:**

• Speak, read and write English understandably • Mental alertness

• Accurately read, write and articulate numbers • Ambulate independently

• Manual dexterity • Sit for long periods

• Recognize colors • Stand for long periods

• Walk / stoop / bend / squat / kneel / reach • Lift / drag / carry <200 lbs.

• Walk five miles • Run fast for 50 yards

• Subdue a resisting / attacking subject • Climb stairs

• See at normal range (or with accommodation) • Sense of smell

• Hear at normal level (or with accommodation) • Tolerate strong odors

• Step up / down a 4 - 5 inch street curb • Administer First Aid / CPR

Reasonable accommodation(s) will be made for otherwise qualified individuals with a disability.

**Required Ability:**

• Remain calm / Concentrate under stress • Read maps

1. • Speak, read and write English • Reason logically
2. • Follow instructions • Direct evacuation

• Adapt to incoherent inmate • Operate fire-fighting equipment

• Adjust to physical disabilities • Perform multiple tasks at once

1. • Recognize contraband • Compile data, prepare reports • Operate a motor vehicle • Operate a hand truck

• Operate intoxilyzer • Operate photographic equipment

• Operate a computer • Operate office equipment

• Use discretion / confidentiality • Maintain records

**Required Skills:**

• Observation • Self-defense • Communications • Interpersonal • Organizational

• Stress management • Decision making • Intoxilyzer maintenance • Record keeping

• Radio • Basic mathematical • Basic English grammar • Telephone

• Reading comprehension • Computer • Keyboarding • Weapons proficiency

**Hours of Work:**

* 12 hour shifts
* Days, Nights, Weekends, Holidays, Overtime
* Rotating Shifts- Work Mon - Tue, off Wed – Thu, work Fri – Sat – Sun

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**Rate of Pay:**

* Starting Annual Salary $51,000.00
* Hourly rate $23.3516
* Step Plan 2.5 % each anniversary year with NCSO

(Yearly Budget Approval)

* Longevity Pay $250.00 per year of service with NCSO as of 09/30

(Yearly Budget Approval)

**Benefits:**

* Health
* Dental
* Vision
* Life
* Long Term Disability
* Paid Time Off
* Florida Retirement System (FRS)

*The Nassau County Sheriff’s Office is an*

*Equal Opportunity Employer and a Drug Free Workplace.*