Corrections Officer
Job Description

Department: Sheriff
FLSA Designation: Non-Exempt
Grade: L13
Reports to: Lieutenant - Jail Administrator
HR Approved: Lisa Seddon November 2026

Job Summary

Provides for the booking, security, supervision, and care of inmates housed in the Marion County Jail. Assists with the safe and secure transport of inmates as required by the Sheriff's Office and applicable laws and procedures.

Essential Functions and Responsibilities

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Processes incoming and outgoing detainees, including searching, photographing, fingerprinting, verifying identity and medications, recording property, and entering data into jail management systems.
- Monitors detainees' welfare by dispensing meals and medications, laundry, commissary, observing health conditions, and responding appropriately to medical or behavioral concerns.
- Follows procedures for inmate medical and dental care, monitors mental health, substance abuse, refers to assessment and treatment, communicates with medical staff, distributes medications, and uses protective equipment as needed.
- Conducts regular security inspections of cells and common areas, performs searches for contraband, enforces facility rules, and intervenes in disturbances or altercations to maintain order and safety.
- Ensures segregation of detainees by classification or gender and supervises detainee movement for recreation, visitation, and other activities.
- Inspects and controls mail and packages for contraband and provides detainees with permitted items and services within facility regulations.
- Operates electronic control systems to manage cell doors, camera observation, lights, telephones, and other jail security functions.
- Prepares and maintains accurate logs, reports, and records of detainee activities, incidents, and facility operations as required by law.
- Provides secure transport for inmates.
- Assists with support for incarcerate population to help resolve outside issues or referral to resources.

- Fulfills court orders, responds to inmate questions about court proceedings, testifies in court proceedings regarding detainee behavior, incidents, or facility procedures when required.
- Performs other duties as assigned.

Required Education and/or Experience
High school education or G.E.D.

Certificates, Licenses, Registrations
- Valid Iowa Driver's License
- Possession of Iowa 40-hour Jail School Certificate within 12 months of hire
- Possession of Jail Medication Management Certificate within 12 months of hire
- First Aid/CPR/AED within 12 months of hire
- Ability to pass a background check
- Ability to pass office testing standards

Knowledge, Skills, and Abilities to Perform Essential Functions
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proficiency in the use of Windows-based computer programs.
- Ability to reliably and predictably carry out duties is required.
- Ability to maintain regular and timely attendance is required.
- Ability to work overtime and work beyond the scheduled workday is required.

Equipment Used
Computer, printer, telephone, copy machine, and prisoner restraints, vehicle

Supervision
No supervision of direct reports.

Physical Demands
While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee regularly lifts and/or moves 10 pounds, occasionally will lift and/or move 25

pounds, and will occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, high or precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, confined space, and traffic hazards. The employee is regularly exposed to outside weather conditions, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. Involves exposure to stress due to the work environment and/or crisis situations. May be exposed to dangerous or life-threatening situations and dealing with unknown situations and reactions in a variety of environments. May be exposed inadvertently to hazardous materials, bloodborne pathogens, and communicable diseases. Occupational hazards are those generally associated with the care, custody and security of individuals who represent a temporary or permanent danger to society and whose behavior and potential for violence can vary from situation to situation. Ability to work rotating shifts, weekends, and holidays as required.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee Signature Date

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Department Head Signature Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will consider reasonable accommodations to perform essential functions and responsibilities for this position for qualified individuals with disabilities. Marion County encourages prospective employees and incumbents to discuss potential accommodations with the Employer.