



**FRANKLIN COUNTY  
CIVIL SERVICE COMMISSION JOB ANNOUNCEMENT**

**Corrections Deputy**

<b>Open Date:</b> April 9, 2019	<b>Location:</b> Franklin County Corrections Center
<b>Close Date:</b> CONTINUOUS TESTING	<b>Type:</b> Bargaining
<b>Reports to:</b> Corrections Sergeant	<b>FLSA Status:</b> Non-Exempt
<b>Salary and Benefits:</b> \$3701.00/Monthly, Full-time, Benefitted	

**SUMMARY**

The Corrections Deputy performs all activities in the receipt, booking, custody, transport and care of offenders under the jurisdiction of the Franklin County Sheriff; in accordance with established policies and procedures. This position assures the fair and reasonable treatment of offenders and the maintenance and operation of a safe, secure and sanitary corrections facility, placing a primary concern for the health, welfare, safety, and security of offenders, staff, volunteers, contracted staff, and visitors.

**ESSENTIAL FUNCTIONS OF THE JOB**

- Receives and processes new offenders. Searches offenders; collects, records and maintains the offender’s personal property; reviews confinement orders, books, fingerprints, photographs and completes offender housing assignments.
- Input and update electronic and written files, complete incident, general, arrest, and statistical reports to ensure legal requirements are met.
- Assures custody of offenders in transit to court appearances, hospital or other medical facilities, or other correctional institutions.
- Responsible for conducting Frisk, Pat Down, Area, and Cell searches to limit the introduction or movement of contraband throughout the Franklin County Corrections Center.

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS**

- 21 Years of Age
- High school diploma, or G.E.D.
- Meet all Civil Service requirements.
- Pass all Franklin County Sheriff’s Office background requirements, including but not limited to a comprehensive background investigation and polygraph examination.

**PUBLIC SAFETY TESTING ADMINISTERS WRITTEN AND PHYSICAL TESTING FOR THE CORRECTIONS  
DEPUTY POSITION. FOR INFORMATION ON TESTING SCHEDULE AND LOCATIONS VISIT**

[www.PublicSafetyTesting.com](http://www.PublicSafetyTesting.com)

*Selection based on qualifications, interview, background checks and drug screening, where applicable.*

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you require an accommodation in the recruitment process, an alternate format of applications materials, or to obtain a full copy of the job description contact the Human Resources Department at 509-546-5813.