



FRANKLIN COUNTY
CIVIL SERVICE COMMISSION JOB ANNOUNCEMENT

Female Corrections Deputy (Entry-Level or Lateral)

Open Date: JULY 22, 2019	Location: Franklin County Corrections Center
Close Date: CONTINUOUS TESTING	Type: Bargaining
Reports to: Corrections Sergeant	FLSA Status: Non-Exempt
Salary and Benefits: \$3701.00/Monthly, Full-time, Benefitted	

SUMMARY

A female Corrections Deputy performs typical correction deputy 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. However, a female Corrections Deputy will also specifically be required to perform essential functions of the job relating to female offenders including but not limited to: observation of showering or dressing, frisking, patting down, or conducting strip searches in accordance with the Franklin County policies and procedures and the Prison Rape Elimination Act.

This position assures the fair and reasonable treatment of female 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 all 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.

FOR INFORMATION ON THE TESTING AND APPLICATION PROCESS FOR ENTRY-LEVEL AND LATERAL, VISIT THE FRANKLIN COUNTY CIVIL SERVICE COMMISSION WEBPAGE AT:

<http://co.franklin.wa.us/humanresources/civilservice-applicant.php>

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.