

# Detention Officer Levels - Cadet, I, II and III

Grady County Criminal Justice Authority  
Chickasha, OK

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## Job details

### Pay

\$15.00 - \$19.50 per hour

### Job type

- Full-time

## Number of openings for this position

- 10+

## Schedule

- 12 hour shift
- Weekend availability
- Holidays
- Day shift
- Night shift

## Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Life insurance
- Retirement plan
- Professional development assistance
- Employee assistance program

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## Job description

**POSITION TITLE:**Detention Officer

**DEPT/DIV:**Jail Division

**PAY RANGE:**GCLEC –Cadet, DO1, DO2 and DO3

General Statement of Duties: Ensure Detention Center Security and Public Safety through custody and control of incarcerated offenders. Maintain order and discipline within the facility's inmate population. Ensure the general health, safety, and welfare of the inmates and promote rehabilitation. Maintain issued uniforms and equipment. Display appropriate standards of conduct. Become knowledgeable of/be able to effectively implement policies and operational procedures as directed by superior authority.

Supervision Received: The work is performed under the general direction and supervision of a Corrections Sergeant and/or Team Supervisor while some leeway is granted for the exercise of independent judgment and initiative.

Supervision Exercised: If the need arises, this individual may be required to supervise and/or train new employees under the direction of their supervisor.

Scope of Work: Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.

- Conduct regular inspections of inmate housing areas to detect and correct problems adversely affecting facility security, safety, sanitation, and inmate welfare.
- Monitor and directly supervise the daily activities of inmates including group recreation, work details, meals, programming, and general movement throughout the facility.
- Enforce established Rules and Regulations governing the conduct of inmates. The use of physical force may be applicable at times.
- Conduct searches to control contraband and detect breaches of security.
- Respond to the legitimate needs of the inmates, providing reasonable counsel and assistance.
- Prepare reports describing unusual incidents and routine activities. Maintain logs used as official records.

- Participate in required formal, physical and on-the-job training, to include Arrest and Control and Firearms Training.
- Transport inmates for extended hours and sometimes far distances which require driving vehicles and maintaining Taser and firearms certification.
- Assist other correctional staff as necessary.
- Assist the public and related judicial agencies with legitimate business needs.
- Assist with the Intake, Booking and Release Processing of offenders.
- Promptly communicate matters of importance to superiors and other correctional staff.
- Perform other duties assigned by supervisors and/or administration.

The GCCJA and/or Jail Administrator reserve the right to modify or change the duties or essential functions of this job at any time.

## **MINIMUM QUALIFICATIONS**

### **Required Knowledge, Skills and Abilities:**

- Good knowledge of English composition, arithmetic, spelling and modern office equipment;
- The employee needs the ability to communicate well with detention personnel, law enforcement officials, inmates, facility visitors and the public
- Ability to operate two-way radio equipment;
- Ability to type and make computer data entries at a reasonable rate of speed;
- Ability to communicate well with staff, inmates and the general public both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with other agency employees, supervisory personnel, law enforcement and emergency response personnel and inmates;
- Ability to establish and maintain records and files and to prepare written reports from such information;
- Ability to prepare accurate and reliable reports containing findings, log entries;
- Ability to operate a personal computer using word processing, spreadsheet and database applications appropriate to assigned duties;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of electronic and mechanical control tasks with accuracy and speed under the pressure of time-sensitive deadlines and in an atmosphere of personal danger;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; and
- Ingenuity and inventiveness in the performance of assigned tasks.

### **Age, Education, Experience:**

- Minimum age: 18;
- Graduation from a high school or GED certificate; and
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

This is a position of trust and will require a level of maturity and responsibility. Experience is helpful but not expressly needed. We will consider education combined with experience to determine eligibility.

Complexity/Responsibility: Work is characterized by the requirements to communicate, analyze concepts and complex information from various levels and sources and be able to disseminate in a clear and concise matter.

### **Physical Demands:**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with detention personnel, law enforcement officials, inmates and facility visitors;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to observe suspicious activities and monitor video screens for long periods of time;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate electronic and mechanical systems and controls, log and document personal items, monitor for suspicious activities and conduct searches of personal property;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to move rapidly in confined spaces to monitor and observe activities of numerous video screens;
- Work is generally confined to a standard sitting or standing environment.

- Because the work is performed in close proximity with detained inmates convicted of felony crimes, the work involves an element of personal danger.

**The following are some of the physical demands commonly associated with this position:**

Spends 35% of the time sitting, and 65% of the time either standing or walking while in the facility.

- **Occasionally** lifts up to 50 lbs. when moving supplies or files.
- Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as telephones and hand held radios.
- Driving during inmate transports or as assigned.
- Demonstrate and qualify in the ability to use a departmentally authorized firearm and Taser.
- Use, be subjected to and/or exposed to departmentally authorized chemical agents.
- Positions require the manipulation of stairs and minimal obstacles.
- Eye, hand, and finger coordination enabling the use of electronic equipment.
- Visual capacity enabling operation of electronic equipment and to navigate through the facility.

**GCCJA offers a competitive compensation package:**

- Bi-Weekly Pay (\$14 - \$18.50 depending on certification)
- Competitive Benefits package @ 60 days
- State Retirement Plan
- Sick leave and vacation
- Job Type: Full-time

**Applications can be picked up at:**

- Grady County Law Enforcement Center 215 N. 3rd, Chickasha, OK 73018
- Visit [gccja.com](http://gccja.com) for an online application.

For questions contact:

Lt. Nola Cottrell @ 405-825-6071 or [ncottrell@gccja.com](mailto:ncottrell@gccja.com)

## **Work location**

215 North 3rd Street, Chickasha, OK, USA, Chickasha, OK

## **COVID-19 precautions**

To Keep are offices as safe as possible, we provide Masks, gloves and sanitizer,

## **Apply method**

- Email/In-person

## **Resume required**

- Yes