



PATRICK J. WHITEFORD  
SHERIFF

COUNTY OF KALKASKA  
**OFFICE OF THE SHERIFF**  
P. O. Box 1119 – 605 North Birch Street  
KALKASKA, MICHIGAN 49646  
(231) 258-8686

DAVID L. WAGNER II  
UNDERSHERIFF

## **CORRECTION DEPUTY**

### **GENERAL SUMMARY**

Primary functions of the job are to provide care, custody, safety, security and supervision for prisoners and processing intakes and releases at the Kalkaska County Jail. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. May be required to work on-call in an emergency.

### **PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)**

- Processes inmates in and out of the facility, including obtaining fingerprints and mug shots, gathering medical information, placing inmates in cells, checking database for outstanding warrants, logging charges into the computer, pulling warrants, and/or performing other related activities.
- Administers housing procedures, which includes: performing head counts; compiling meal counts; performing inmate orientations; collecting and issuing clothing; administering testing; distributing medications; issuing food; passing out razors; distributing mail; disseminating commissary orders; and, performing other related activities.
- Performs facility controls, which involves logging activities into computer, monitoring high-risk inmates, monitoring camera systems, logging individuals entering and leaving facility, reviewing reports, and performing other related activities.
- Patrols facilities and monitors inmates, ensuring compliance with jail rules and maintaining an orderly facility.
- Conducts thorough searches of inmates and cell areas.
- Supervises inmates, ensuring compliance with jail rules and maintaining an orderly facility.
- Processes inmate monies and bonds.
- Monitors and maintains appropriate levels of supplies and materials in support of jail operations and activities.
- Responds to court and cell emergencies.
- Maintains open communication with fellow officers and supervisors, and follows all policies and procedures of the Sheriff's Office, including the general policing philosophy of the Sheriff.
- Maintains and submits all appropriate records.

### **EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)**

- High School Diploma or G.E.D
- No experience required

### **CERTIFICATIONS, LICENSES (minimum requirements)**

- Possess and maintain valid Michigan Driver's License and must maintain eligibility to drive as per the Sheriff Office Vehicle policy.
- Be able to complete the Michigan Sheriffs' Coordinating and Training Council (MSCTC) approved one hundred sixty hour (160) Local Corrections Officer Academy after employment with the department.

## **CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)**

- Must not have been convicted of a felony or crime that might question the person's credibility
- Must successfully complete the employment screening process, which may include written and oral evaluations, psychological and physical screening, as well as a complete background investigation
- Must be in good health and able to perform the necessary duties, including ability to pursue, apprehend, restrain and control inmates and to manage the prevention of inmate assaults
- May be required to successfully complete a physical readiness test semiannually
- Must meet minimum vision requirements and have normal hearing
- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Kalkaska County reserves the right to make the final decision in regard to both the application of these requirements and the hiring of an appropriate applicant for this position within the department
- May be required to serve in an "on-call" capacity

## **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to fumes or airborne particles, infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move over 100 pounds.
- Must be able to work all shifts, weekends, and holidays for this 24-hour operation and be able to work mandatory overtime.

## **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)**

- Proficiency in English grammar, spelling, punctuation
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of self-defense techniques
- Ability to operate equipment utilized in the work
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with clients, co-workers, and representatives of other agencies
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently

## **COMPENSATION**

WAGE: \$14.74 Starting Hourly Rate

HOURS: 80 hours Bi-Weekly; Shift Work Required; Must be able to work any day of the week, any shift, and any holiday.

UNION: Police Officers Labor Council (P.O.L.C.)

HEALTHCARE: BCBSM (partial employee premium contribution)

DENTAL: Delta Dental

PENSION: MERS Defined Benefit with Employee Defined Contribution