

**Correctional Officer/Jail Division:** Full-time position available with the Cerro Gordo County Sheriff's Office. Duties include transports, court, direct supervision of inmates, medical (prescription) dispersement, booking, photographing, finger printing and computer skills. Requirements are 18 years of age with good driving record. New pay scale effective 7/1/22. \$21.50 - \$27.50 based on experience.

Application and job description may be picked up in person at:

Cerro Gordo County Administrative Services Office  
First Floor, Courthouse  
220 North Washington Avenue, Mason City, Iowa

By visiting our website: [www.cgcounty.org](http://www.cgcounty.org)

Or requested by contacting our email address: [hr@cgcounty.org](mailto:hr@cgcounty.org)

Applications will be accepted until filled with first review of applications on August 12, 2022. Pre-employment physical, drug screen, psychological testing and criminal background check required. Cerro Gordo County is an EOE.

Posted August 1, 2022

**CERRO GORDO COUNTY, IOWA  
POSITION DESCRIPTION**

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**Position Title:** Correctional Officer/Jailer

**Department:** Sheriff

**Immediate Supervisor:** Jail Administrator

**Shift:** Assigned shift could be 7:55 a.m. to 4:00 p.m., 3:55 p.m. to 12:00 p.m., or 11:55 p.m. to 8:00 a.m. with rotation of 6 days on and 3 days off

**Location:** Cerro Gordo County

**FLSA:** Non-exempt/Union Position

**Salary Range:** New Pay Scale Effective 7/1/22. \$21.50 to \$27.50 based on experience

**Approved by:** Sheriff

**Date:** March 22, 2022

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**Summary:**

The Correctional Officer will implement activities associated with the intake and holding of inmates in the Cerro Gordo County Jail. Duties include, but are not limited, to transports, court, supervising inmates, medical (prescription) dispersement, booking, photographing, fingerprinting and computer skills.

**Essential Duties and Responsibilities:**

Communicates with court officials to insure availability of inmates for trials or hearings.

Escorts inmates to courts, hospitals, and other correctional institutions.

Schedules visits of medical personnel to treat inmates.

Conducts searches of inmates in all areas of jail facility for contraband.

Insures cleanliness of jail facility.

Assists trustees for special work assignments.

Accepts and receives bail payments.

Issues receipt and arrange for release of inmates.

Prepares reports concerning inmate population and jail functions and submits reports to

Lieutenant.

Prepares requisitions for commissary, clothing, and housekeeping supplies for jail population.

Photographs, fingerprints, and measures height and weight of arrested suspects noting physical characteristics and posts data on record for filing.

May fingerprint applicants for employment or federal clearance and forward prints to other law enforcement agencies.

May testify in court.

Enters in jail computer all information concerning inmates.

Open and close all inmate trust accounts when necessary.

**Supervisory Responsibilities:**

None

**Qualification Requirements:**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed as follows are representative of the knowledge, skill, and ability required.

Ability to contribute to a positive work environment.

Ability to render independent and appropriate judgment and decisions.

Ability to represent Cerro Gordo County in a professional manner.

Ability to interact and deal effectively with inmates, staff, associates, professionals, and the general public.

The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**Education and Experience:**

High school diploma or general education degree (GED).

Typing and computer skills required.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence and memos.

Ability to write simple correspondence.

Ability to communicate effectively in one-on-one and small group situations to inmates, other employees of the department and others outside of the department.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

None

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk, stand or sit; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or crawl; talk or hear; and taste or smell.

While performing the duties of this job, the employee must occasionally lift and/or move up to 100 pounds. Occasionally, it may be necessary to physically restrain an adult inmate.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may be exposed to physical harm caused by an inmate.

The noise level in the work environment is usually moderate.

**Comments:**

Must have a valid Iowa Driver's License and be insurable for driving under county insurance company policies.

Applicant will be subject to psychological screening.

Applicant will be subject to Criminal Background Check.

Applicant will be subject to post offer, pre-employment drug and physical testing.

*Cerro Gordo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Cerro Gordo County is subject to and had adopted a policy in compliance with the 2008 Smokefree Air Act.*