

# UMATILLA COUNTY

## EMPLOYMENT OPPORTUNITY

### UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

January 24, 2017

17-4

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#### POSITION ANNOUNCEMENT

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POSITION: On-Call Corrections Officer  
POSITION #: 17-4  
DEPARTMENT: Sheriff's  
SALARY: \$19.92/Hour (On-Call), Non-benefited position  
CLOSING: Open Until Filled

**DESCRIPTION:** These positions within the Umatilla County Jail assist other Corrections Officers in the daily operation of the facility including jail checks, booking and releasing of inmates, and preparing/maintaining proper records and documentation. Escorts inmates within the facility. Responds to, and/or initiates emergency procedures when needed. Patrols areas within the facility as well as outside perimeter checks. Investigates disturbances or suspicious activities. Insure inmates follow all rules and regulations of the facility. Inventory personal property. Retrieve information to complete the booking process. Operate and control security doors inside and outside the facility. Monitor safety and security equipment including alarms and camera monitors. Answer inmate intercom systems. Advise housing areas of court, visits, releases, and other pending inmate movement. Maintain confidentiality of the documents, correspondence, and communications within the correctional facility. Inventory personal property. Retrieve information to complete the booking process.

**REQUIREMENTS:** The work site for these positions is ADA exempt, employees must be able to walk upstairs and use a 15' ladder. Must possess a high school diploma/GED. Minimum 21 years of age and have the capability of meeting the other requirements of DPSST standards for corrections officer. Ability to operate a control panel, radio and miscellaneous office-equipment, including computers. Must be a highly organized and self-motivated individual. Must possess excellent oral and written communication skills. Demonstrated ability to make response decisions under low, medium and high stress conditions. Must be very observant with attention to detail. Ability to handle multiple tasks simultaneously. Ability to work weekends, holidays, and odd shifts. **WORK SCHEDULE:** This is a 24 hour, 7 day a week facility and On-Call staff will be asked to work when regular staff are out ill or on vacation.

**HOW TO APPLY:** Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at [www.umatillacounty.net](http://www.umatillacounty.net) or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to [hr@umatillacounty.net](mailto:hr@umatillacounty.net).