**,Overview:**

Yakima County Human Resources Department is recruiting for the Department of Corrections to form a hiring list of eligible candidates for Lateral Corrections Officer positions.   Gender-specific (female) hiring preference may apply to fill the Corrections Officer positions in order to create a safer booking process of same gender pat-downs, for minimum staffing levels and to comply with conventional standards of sexual privacy.

How to Apply for this position:

#1 please complete the online application at:  http://www.yakimacounty.us

#2 Mail the required documentation. See checklist below.

#3 if you do not want to mail the required documentation, you may stop by our office and submit the documentation.  Applications will not be reviewed without ALL required documentation.

**CHECKLIST**

**Required Documentation - Must be submitted to Yakima County Human Resources, 128 N 2nd Street, Room B-27, Yakima, WA 98901 PRIOR to the closing date to be eligible:**

Current Washington State Corrections Certificate                                  \_\_\_\_\_\_\_\_\_

**Copy of certification must be provided**

**Proof of Citizenship**

*Copy of Birth Certificate, Naturalization papers, etc.*

**Proof of a High School education**

*Copy of H.S./GED, or college degree/transcripts*

**Preference Points - Documentation must be turned by the closing of the job to receive points:**

College - 1 point per 45 credits, for a maximum of                                          5 points

Copy of diploma or college transcripts must be provided

Successful Military Service - 1 point per year up to a maximum of                 5 points

Copy of DD214 required & Application for Veterans Preference

Fluently bilingual in language of our largest ethnic minority jail population

Spanish/English written and spoken                                                                5 points

Information to be provided on application

**Responsibilities:**

**Essential Job Functions**:

Receives and books incoming prisoners; Verifies that proper documents are submitted; Receives and safeguards inmate personal property and valuables; Searches prisoners for weapons and contraband using pat down, metal detector and/or strip procedures; Inspects for injuries; Fingerprints, photographs; Insures the location and wellness of inmates; Conducts periodic checks of floor and cells to verify the proper conduct of inmates; Searches cells for contraband materials;    Moves inmates within the facility for visitation, exercise/recreation, court appearances, church services and school; Controls inmates through verbal communication and; in some situations, physical restraint; Responds to emergencies within the facility and may be called upon to administer first aid and evacuate inmates; Dispenses meals and retrieves meal trays accounting for all utensils; Prepares written, typed and/or computerized logs and reports; Administers the release of inmates.

**Other Job Functions:**

Transports and guards inmates in non-secure areas for appointments, medical treatment, court appearances or assignment to other facilities; Oversees cleanup of cell area by inmates; Oversees the work of inmate workers; Operates control room equipment; Orders and dispenses commissary items for inmates.

Answers and forwards incoming calls; Distributes inmate mail, checking for contraband; Collects urine samples for drug testing; Other related duties as assigned.

**Qualifications:**

**Experience and Training:** Lateral Consideration will be given to all applicants that have a current Washington State Corrections Certificate with a minimum of 2 years’ experience and not removed from a Corrections Officer position for more than one year.

**Special Note:**

Bilingual English/Spanish desirable, but not required.

**Special Requirements:**

* Must be a U.S. citizen and provide proof of citizenship (e.g. birth certificate, U.S. passport, Naturalization Papers)
* High school diploma or GED certificate; be able to successfully pass a background investigation, polygraph examination, pre-employment drug screen, psychological test prior to being hired.
* Must become weapons qualified.
* Must have a valid Washington State Driver’s License.
* Minimum 21 years of age at time of employment.
* Work on a rotating shift basis is required to include nights, weekends and holidays.
* This is a Teamsters Local #760 Bargaining Unit position.

Preference points will be added to passing written scores prior to the hiring list being formed as follows:

* 5 points - College – 1 point per 45 credit hours up to a maximum of 5
* 5 points - Fluently bilingual in language of our largest ethnic minority jail population
* 5 points - Successful Military Service – 1 point per year up to a maximum of 5

**Preference points will only be awarded to those individuals who provide documentation with their application.**

**Documentation are required at the time that applications are submitted. Applications will not be accepted without required documentation.**

**Equipment Operated:**

Metal detector, typewriter, computer, teletype, copy machine, camera, portable radio, fire extinguisher, self-contained breathing apparatus, handcuffs, pepper spray canisters and “less than lethal” devices, video/audio recorder, and control room panel/door control devices.

**Working Conditions/Physical Requirements:**

Work is performed predominately indoors and includes long periods of both standing and sitting; Officers are exposed to inmates who may be verbally abusive and potentially physically violent; Officers may be required to use physical force on inmates/arrestees; Officers may come into contact with contagious diseases; Officers must be able to hear, speak, lift, sit, stand, walk, climb ladders and stairs, squat and kneel, bend, twist, turn, reach above head, and support up to 25 pounds.

**“AN EQUAL OPPORTUNITY EMPLOYER”  
Minorities, Females, Protected Veterans and the Disabled are encouraged to apply.**  
  
Yakima County ensures equal employment opportunities regardless of a person’s age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state statute.  
  
**PAY TRANSPARENCY NONDISCRIMINATION PROVISION**  
The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish the information.  
  
Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.  
  
**Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to** [**http://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service**](http://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service) **or contact your federal loan servicer.**  
  
**In compliance with the Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.**