



# OCEANA COUNTY SHERIFF'S OFFICE

**CRAIG MAST, SHERIFF**  
216 LINCOLN ST., P.O. BOX 32

**RYAN SCHILLER, UNDERSHERIFF**  
HART, MI 49420 • PHONE: (231) 873-2121  
FAX: (231) 873-0154

**Title:** Corrections Deputy – Full Time  
**Department:** Sheriff  
**Division:** Corrections  
**Bargaining Unit:** POAM – Oceana County

**Updated:** 06/2024  
**FLSA Status:** Non-Exempt  
**Wage Range:** \$23.27 – 26.07

## **POSITION SUMMARY:**

Primary functions of the job are to provide care, custody, safety, security and supervision for inmates. This includes all inmate activities from intake to release according to State and Federal laws, oversee that the conduct of all persons allowed lawful entry to the jail is in compliance with department rules and regulations and accurately prepare and maintain documents in accordance with Department policy.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Obtaining and recording required information from inmate at time of admission to facility.
- Searching inmate and property for weapons and contraband.
- Book and fingerprint prisoners and prepare records of clothing, money and other items on the prisoner at time of detention.
- Safeguard inmate's personal belongings and return to them upon release.
- Screen inmates for unusual medical or psychological conditions and report same to supervisors.
- Physically and verbally control disruptive inmates.
- Escort individual or groups of inmates out of cells for rehabilitation, visiting, exercise, sick call, court appearances, attorney visits, transfers to other facilities, etc.
- Maintain cell count including movement of inmates.
- Enforce inmate rules by making written reports and making violations known to supervisor.
- Investigate violations of inmate's rules and regulations. Interview witnesses, victims and others in order to prepare required reports.
- Inspect cells and premises for security and sanitation.
- Distributes food trays, laundry, mail commissary orders and bedding supplies.
- Controls inmates by patrolling corridors and other areas in and around the jail.
- Check with court for proper commitment papers and appearances. Taking bonds and being responsible for lawfully releasing inmates.
- Administer PBT tests to inmates to determine alcohol content.
- Practical knowledge of applicable Federal, State and local laws and informing supervisors when non-compliance is known.
- Supervise and guard prisoners.
- Perform emergency firefighting functions pending arrival of fire department.
- Answer the telephone and give allowable information to the public.
- Act as bailiff and provide court security when directed.
- Escort and retain custody of inmates removed from jail for approved functions.
- Other duties as assigned.



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## **SUPERVISION RECEIVED:**

Work is performed under the direction of the Sheriff with direct supervision by the Corrections Sergeants and other designated command officers (Lieutenants, Jail Administrator or Undersheriff).

## **SUPERVISORY RESPONSIBILITIES:**

Supervision is exercised over all inmates committed to the custody of the Sheriff.

## **EXPERIENCE, SKILLS, EDUCATION:**

- Graduation from an accredited high school (GED acceptable) and one to three years of responsible work experience required.
- Passing score on the EMPCO written test for local corrections officer candidates as recognized and approved by the Michigan Sheriff's Coordinating and Training Council (MSCTC) with a minimum score of 70% or better required.
- An Associate's degree with a major in Criminal Justice or a closely related field preferred.
- Graduation from a MSCTC approved local Corrections Academy, or two years of related work experience in a correctional facility may substitute for the Associate's degree.
- Ability to physically and verbally control disruptive inmates.
- Ability to deal effectively with complex human behavior problems.
- Ability to maintain composure in difficult situations, and act quickly and calmly in emergencies.
- Ability and willingness to enforce laws, rules and regulations with firmness and tact.
- Writing, reading, mathematical principles; proficient computer skills-Microsoft Office Suite, Outlook; exercise sound judgement and decision making in accordance with policies and procedures; ability to research and problem solve independently; knowledge of County operations and functions; ability to prioritize and time manage; handle stressful situations, provide effective and friendly customer service; support the County's mission and values; ability to think critically where necessary.
- Knowledge or understanding of basic administrative tasks: operate standard office equipment; document management; prepare and maintain records, various correspondences and reports; answer general inquiries and refer as necessary; answer telephone calls, process mail, order supplies/equipment; prepare meeting agendas, attend meetings, record/transcribe/distribute minutes; entering, transcribing, recording, storing or maintaining information in written or electronic form with speed and accuracy; maintain calendars, arrange meetings, schedule rooms and equipment as necessary.
- Ability to communicate effectively and efficiently with management, co-workers and clients; obtain and communicate accurate information; apply common sense understanding to complex instructions and respond accordingly; communicate complex ideas through graphs, charts, presentations, reports or other professional correspondence.



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## **ESSENTIAL ABILITIES FOR ALL OCEANA COUNTY JOB CLASSIFICATIONS:**

- Ability to demonstrate predictable, reliable, and timely attendance.
- Ability to read, write & communicate in English; follow written and verbal instruction and understand basic mathematics and figure checking.
- Ability to interpret and apply procedures, rules, technical information, instructions, manuals to complete tasks accurately and on schedule.
- Ability to learn from directions, observations, and mistakes; and apply procedures using good judgement.
- Ability to use discretion and maintain sensitive and confidential information.
- Ability to work independently or part of a team; ability to interact appropriately with others such as County officials, employees, vendors and the general public.
- Ability to work under supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.
- Adaptability to change in the work environment, managing competing demands and ability to deal with frequent changes, delays or unexpected events.
- Knowledge of principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Proficient skills using Microsoft Office programs including, but not limited to: Word, Excel, Access, and Outlook required. Proficiency may be tested.

## **CONDITIONS OF EMPLOYMENT:**

### **Prior to starting employment, and as a condition of continued employment, must demonstrate:**

- Physical ability by successfully completing the Michigan Sheriffs' Coordinating and Training Council (MSCTC) Local Corrections Officer Physical Ability Test (LCOPAT).
- Good moral character as determined by a favorable comprehensive background investigation. The background investigation is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, credit check, school and employment records, home environment, personal traits, integrity and professional and personal references. Consideration will be given to all criminal and civil law violations as indicating a lack of good character.
- Mental fitness as determined by an evaluation by a licensed health care professional which demonstrates that the candidate is free from mental or emotional instabilities which may impair the performance of the essential job functions.
- Possession of a valid State of Michigan Operator's License and maintains eligibility to drive as per the County's driving policy and the Sheriff's Office policies and procedures.

### **Throughout employment, and as a condition of continued employment, must demonstrate:**

- A familiarity with firearms and the ability to obtain a Concealed Pistol License (CPL) within ninety (90) days of employment. Incumbent who is authorized to carry a firearm on duty shall qualify with said weapon annually.



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- Possession of a valid CPR, first aid and AED certification, or successfully complete the training within ninety (90) days of employment in the position.
- Successfully complete a MSCTC approved Local Corrections Officer Academy within one (1) year of employment in the position and maintain eligibility by demonstrating successful completion of all required annual in-service training.
- Successfully complete an annual criminal background check in order maintain satisfactory personal qualifications (including but not limited to: good moral character, mental fitness and physical ability), certifications and complete required training as mandated by the department and state regulations.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

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 with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Hear and understand information presented through spoken words and sentences.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Speak to others to convey information effectively.
- Sit, bend, stoop, crouch, crawl and kneel.
- Reach with hands and arms.
- Stand and walk for significant periods of time.
- Climb stairs.
- See details in color, at close range and at a distance.
- Lift, move, push, pull or carry objects and equipment weighing up to fifty (50) pounds.
- Good physical condition which will mean the fitness to be able to apprehend, and the ability to exert the force necessary to subdue and control individuals who require physical intervention.
- Use hands to operate a computer, handle materials and operate equipment such as but not limited to: duty weapon, taser, handcuffs.
- Facility operates on a seven (7) day per week, twenty-four (24) hour per day schedule. This position may require irregular hours and work schedules will include nights, weekends, holidays and unanticipated overtime.
- This position involves contact with people harboring potentially communicable diseases and is frequently at risk to exposure from bodily fluids. Tasks require the use of Personal Protective Equipment such as gloves, mask and hand sanitizer.
- The noise level in the work environment is moderate with many interruptions.
- Work involves an element of risk in the event of a breach of security.

*Disclaimer: The statements contained in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*