

Greene County Sheriff's Office - Jail

Job Announcement: CORRECTIONS OFFICER (8 vacancies)

HOURLY RATE: \$25.20

This is a full-time, provisional appointment.
Permanent appointment is contingent upon Civil Service examination.

Candidates must be legal residents of Greene, Albany, Columbia, Delaware, Schoharie or Ulster Counties for at least one (1) month immediately preceding their date of application.

The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates at the county correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher-level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell area;
- Locks and unlocks cells and doors using mechanical and electrical devices;
- Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or life-threatening situations and reports these to the supervisor either verbally or in writing;
- Checks cell, corridor and recreation areas for faulty bars, gates, fencing, etc., and makes routine fire and safety checks;
- Accompanies inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;
- Issues clothing and bedding and instructs inmates in its proper care;
- Books inmates by preparing appropriate records, taking fingerprints and photo identification;
- Inventories and records inmates' clothing and property;
- Escorts visitors and observes inmates' visitations;
- Dispenses a variety of prescription and non-prescription medications to inmates;
- Searches cells, frisks inmates and confiscates contraband;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- Supervises inmates assigned to work details, advises them of what is expected and of the rule and regulations of the work area including possible safety hazards;
- Listens to inmate problems, informs them of rules and regulations, and where they cannot be resolved, makes referrals to appropriate staff;
- May use chemical agents, weapons or restraining devices and protection equipment and clothing in case of fights or other disturbances;
- Prepares a variety of records and reports related to the care of inmates and security of the facility;
- May on occasion operate a variety of office equipment during the processing of inmates or report preparation;
- Operates control center equipment to control access to the jail area and monitors, via closed circuit television, movement within the facility.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. Successful completion of the New York State Commission of Corrections training prior to completion of the probationary period.
2. Possession of a valid New York State Driver's license is required at time of appointment and this license must be maintained throughout employment.

NOTE:

1. No person may be appointed as a Corrections Officer who has been convicted of a felony or of any offense in any other jurisdiction which if committed in New York State would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or of any offense in any other jurisdiction which if committed in New York State would constitute a misdemeanor if the Civil Service Commission determines that the employment of such person is not in the best interest of the department.
2. At the time of appointment, candidate must be at least 19 years of age.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume.**

Applications can be obtained at: <https://greenecountyny.gov/wp-content/uploads/2025/09/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2025.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greenecountyny.gov.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.