

LEE COUNTY SHERIFF'S OFFICE



JOB ANNOUNCEMENT

Job Title: Correction Deputy	Hours of Availability: 12-hour rotating shifts 6a-6p / 6p-6a
Closing Date: Open until filled	Position Announcement: SD19-25-12
Work Location: Lee County, AL	
Division: Corrections	
Reports to: Division Commander	
☒ Full-time ☐ Part-time	Pay Range: \$46,900.09 - \$56,280.10
JOB SUMMARY: This position is responsible for the safety and security of detention center inmates, personnel, and facilities.	
ESSENTIAL JOB FUNCTIONS: • Conducts security and inmate welfare checks; conducts routine head counts to ensure all inmates are accounted for at the beginning of the shift and at any other necessary time. • Controls and inventories material and equipment; search inmates and facility for contraband. • Escorts inmates throughout facility to court, medical and recreational areas, transport to other locations as necessary. • Issues cleaning supplies and toiletries; distributes mail. • Conducts outside perimeter checks. • Provides procedural and activity information to inmates; supervises inmate program activities; maintains inmate discipline. • Maintains inmate activity schedules; coordinates meal service; provides access to medical and dental care. • Ensures cleanliness of facility through direct action and through supervision of inmates during general clean-up. • Responds to disturbances and medical emergencies. • Ensures inmates' due process rights are upheld. • Ability to meet attendance requirements of regular and predictable attendance. • Ability to interact positively at work and be a good representative of the Lee County Sheriff's Office. • Ability to work with limited supervision • Performs other related duties as assigned	
QUALIFICATIONS: • High school diploma/GED and one(1) of related experience or equivalent • Possession of a valid driver's license issued by the State of Alabama • Possession of or ability to readily obtain certification from the Alabama Dept. of Corrections within 9 months of service. • Ability to successfully pass a criminal background check and a physical agility test. • Ability to handle confidential information with tact and discretion	
Applicants should apply at the Alabama State Employment Office or the Lee County Sheriff's Office (1900 Frederick Road, Opelika, AL) Monday through Friday, between the hours of 8:30am – 4:30pm. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-7118 or email hr@leecountysheriff.org .	
Previous applicants should reapply. For more information visit: www.leecosherriffal.gov	
<i>Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).</i>	