



BOTETOURT COUNTY SHERIFF'S OFFICE
CORRECTIONS DEPUTY DESCRIPTION

CORRECTIONS DEPUTY

Botetourt County Sheriff's Office – Fincastle, VA

Corrections Deputy with the Botetourt/Craig Counties Regional Jail

Minimum Qualifications:

- Must be 18 years of age or older.
- High School graduate or equivalent (prefer criminal justice training through accredited academy in Virginia or Criminal Justice degree, but not mandatory)
- No criminal record.
- Valid Virginia driver's license with good driving record.
- Good credit history
- Must pass a psychological screening test
- Must pass physical exam
- Citizen of the United States or have valid proof that citizenship is being sought

Typical Tasks of the Corrections Deputy / Jailer

- Supervises jail inmates
- Conducts jail inspections-security, cleanliness
- Observes inmates for illegal activities
- Provides advice and instructions to inmates
- Responds to inmate requests
- Obtains & serves warrants, makes arrests when necessary
- Processes & fingerprints arrested individuals
- Transports inmates
- Writes detailed reports & testifies in court when necessary
- Enforces jail rules & regulations
- Makes rounds & follows guidelines set forth from DOC
- Completes a head count at the beginning and ending of shift & accounts for all inmates before leaving the jail at the end of shift
- Shower & Searches inmates before placing them into general population
- Searches work release & trustees
- Dispenses medications according to the Doctors orders
- Releases inmates
- Completes all paperwork in a timely manner
- Follows orders given by jail supervisors
- Makes sure the jail is clean & secure each shift
- Take initiative to see the jail is operating properly without being told each task
- Although every task can't be listed here, it is the responsibility of each Jailer/ Deputy Sheriff to complete their duties and take necessary corrective action when something needs to be addressed
- Performs any and all tasks requested by jail supervisors

KNOWLEDGE SKILLS AND ABILITIES:

Possess thorough knowledge pertinent federal, state and local laws and ordinances; law enforcement support service; law enforcement practices and procedures; the rules, regulations and policies of Botetourt County and the Sheriff's Office. Possess skills in observing situations analytically and objectively, making quick decisions and recording information clearly and completely; managing situations firmly, courteously, tactfully and impartially; communicating effectively, both orally and in writing; reacting quickly and calmly in emergencies; performing work which requires good condition and physical strength; performing defensive tactics which require quick reflexes, agility, coordination and strength; understanding and following written and oral instructions; establishing and maintaining effective working relationships with department members and others; the safe use of law enforcement equipment. Must possess the physical and academic ability to successfully complete an accredited criminal justice academy.

Starting salary (untrained) \$48,367 annually. An increase in starting salary will be considered for those who possess DCJS Jail Officer certification at time of employment.

Benefits:

- Health and dental insurance at minimal cost to employee. Dependent or family coverage available at additional cost to employee.
- Retirement plan under VRS (Currently employee pays no more than 5% towards VRS if not employed prior to 7/1/2010.)
- 457 deferred compensation plan with some county match
- Life insurance
- LEOS
- Workers Compensation
- Holiday Pay
- Leave and sick time accrual
- Uniforms and equipment provided

Please submit a completed Virginia State application, available at http://www.botetourtsheriff.com/uploads/2/0/7/3/20732984/state_application.pdf

Submit application to:

Botetourt County Sheriff's Office
P.O. Box 18
Fincastle, VA 24090

Applications will be accepted until position is filled