

**DISCLAIMER:** This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

**EMPLOYEE JOB DESCRIPTION**  
**SHERIFF'S DEPARTMENT**

**JOB IDENTIFICATION:** CORRECTIONAL OFFICER

TITLE OF SUPERVISOR: JAIL ADMINISTRATOR, LT. CORRECTIONAL OFFICER,  
SHIFT LEADER, SHERIFF AND CHIEF DEPUTY  
NORMAL WORK SCHEDULE: AS SET BY CAPTAIN  
FSLA STATUS: NONEXEMPT

**JOB SUMMARY:**

MAINTAIN SECURITY OF THE JAIL AND INMATE WELFARE

**JOB DUTIES:**

**ESSENTIAL DUTIES:**

SECURITY OF INMATES, FACILITY AND REGULAR SCHEDULE OF SECURITY CHECKS  
SUPERVISE MEAL TRAYS, DISPENSE MEDICATIONS PER DOCTOR'S ORDERS  
MAINTAIN INFORMATION LOG, ANSWER PHONES AND NUMEROUS OTHER DUTIES  
DISTRIBUTE INMATE MAIL AND TAKE INMATES OUT FOR RECREATION  
PREPARE INMATES FOR COURT, TO PROCESS PRISONERS FOR INCARCERATION AND RELEASE  
FINGERPRINTING AND PHOTOGRAPH OF PRISONERS  
MAY DRIVE PATROL CAR FOR TRANSPORT OF INMATES  
ANY OTHER DUTIES ASSIGNED BY THE SHERIFF OR HIS REPRESENTATIVES

**PHYSICAL REQUIREMENTS:**

INCLUDES STANDING, SITTING, LIFTING, AND WALKING FOR ESSENTIAL DUTIES

**WORKING CONDITIONS:**

WORK IS PRIMARILY INDOORS, EXPOSURE TO DISEASES AND CERTAIN HAZARDOUS CHEMICALS USED FOR CLEANING. MAY REQUIRE OVERTIME ABOVE 43 HOURS

**QUALIFICATIONS:**

**EDUCATION REQUIRED:**

HIGH SCHOOL DIPLOMA OR EQUIVALENT

**EXPERIENCE:**

NONE

**SPECIAL SKILLS:**

40 HOURS INSERVICE TRAINING EACH YEAR  
ABILITY TO WORK WELL WITH GENERAL PUBLIC

**CONTACT WITH OTHERS:**

DAILY CONTACT WITH GENERAL PUBLIC, BONDSMEN, ATTORNEYS, AND OTHER LAW ENFORCEMENT OFFICIALS, AND COURT PERSONNEL

**LICENSES AND CERTIFICATES:**

TENNESSEE DRIVER'S LICENSE

EMPLOYEE

SHERIFF