

**CORRECTIONAL OFFICERS**  
**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL**

This position is employed by the Albemarle-Charlottesville Regional Jail

This position is not employed by Albemarle County Public Schools & Local Government

Under the supervision of the Corrections Sergeant or Lieutenant, the Correctional Officer performs routine protective and responsible human support service work ensuring the care and security of inmates at the Regional Jail. Essential functions include, but are not limited to, the following:

- processes inmates into custody of the institution, by searching prisoners, securing inmates' personal property and providing clothing and beddings;
- operates electronic cell monitoring equipment;
- supervises inmates during meals, exercise, work, recreation, personal hygiene and related activities for conformance to institutional rules and regulations;
- conducts periodic security checks of inmates in assigned area and on institutional grounds;
- conducts periodic cell searches;
- maintains and updates institution log on assigned shift;
- attends to special needs of prisoners;
- escorts and transports inmates as required;
- supervises inmates telephone calls when required;
- ensures the care and maintenance of work and recreational equipment used by inmates;
- supervises inmates in work details and writes inmate misconduct and incident reports.

**QUALIFICATIONS:** This position requires some knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint. General knowledge of the security, rules regulations and procedures of the complex is necessary. Must have the ability to enforce institutional rules firmly and fairly, to detect potential behavior problems of inmates and to detect the early symptoms of common health problems. Should be able to carry out oral and written directions accurately and be able to prepare records and reports. Must be able to interact in a professional manner and have good writing skills. Must be able to supervise the activities of large groups of inmates. Must be at least eighteen (18) years of age and possess a high school diploma or GED. Must possess a valid driver's license. Must undergo Correctional Officer training as required by the Department of Criminal Justice

Services. Must be able to work all shifts. Candidates must complete a Regional Jail application for this position.

**PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:** Must successfully complete the Albemarle-Charlottesville Regional Jail Department physical. Must be able to operate a motor vehicle under normal and emergency conditions; must be able to physically subdue and restrain an individual. This position requires extensive walking and standing with occasional running and frequent heavy lifting. Requires working in adverse weather. Must be able to work all shifts, including nights, under stressful and sometimes life threatening conditions. Must carry a firearm (transportation) and qualify at least annually with approved weapons.

**SALARY:** Up to \$49,782.00/annually

**DEADLINE FOR APPLICATIONS:** Until Filled

[APPLY](#)

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**EQUAL EMPLOYMENT OPPORTUNITY:** *Hiring for the Albemarle Charlottesville Regional Jail shall be accomplished without regard to race, color, religion, national origin, gender, pregnancy, childbirth or related medical conditions, age, marital status or disability unless otherwise permitted by County policy or applicable law. Applicants hired by the County must be citizens of the United States or legally authorized to work in the United States. Reasonable accommodations will be provided for persons with disabilities if requested.*