



HUMAN RESOURCE DEPARTMENT

CORRECTIONS OFFICER – CUMBERLAND COUNTY JAIL

Picturesque Cumberland County is the State's most populous county having a population of 289,977. Its largest city is Portland and the county geographically extends from Casco Bay to the Lakes Region. Cumberland County has the second largest body of water in the state, Sebago Lake, which provides numerous recreational opportunities. The County is the economic and industrial center of the state, having a strong corporate presence of major domestic and international companies. The County has over 450 dedicated employees, all focused on providing the best customer service to the County residents. Cumberland County is represented by five elected county commissioners and the county manager runs the daily operations.

JOB PURPOSE: Corrections Officers ensure a high quality corrections facility by providing for the care, custody, and control of inmates. Supervise inmates in their personal quarters ensuring cleanliness according to established rules and regulations.

QUALIFICATIONS: High School Diploma or equivalent, prefer successful completion of the Maine Criminal Justice Academy Basic Corrections Course, or ability to complete the course within the first year of employment. Certified in CPR, or able to obtain certification. Two (2) years post-secondary education desirable. Three (3) years post-secondary employment or a combination of education and employment to equal three (3) years desired.

- **Ensure a safe and secure facility** by managing the secure in and out processing, transportation, care and behavior of inmates.
- **Ensure quality inmate activities** by preparing, executing, and managing lock downs, head counts, recreation, visits, interviews, medical passes and treatment, dining and inmate rehabilitation programs.
- **Ensure inmate court appearance** by organizing, preparing, executing, and managing transport; maintaining the safety and security of inmates and the public throughout the entire process.
- **Meet all corrections facility standards** by supervising the cleaning and disinfecting of inmate quarters and provide necessary linen and supplies.
- **Management of Inmates** by organizing cell assignments and transfers.
- **Ensure inmates follow required behavior standards** by supervising recreation, visiting, dining, education, AA meetings and other activities.
- **Ensure immediate handling of problems** by intervening in inmate altercations.
- **Meet all legal requirements** by maintaining accurate logs on all significant activity in the housing units.
- **Ensure inmates abide by facility rules** including performing searches of inmates, inmate's rooms and the facility.
- **Working as a team** by assuming assignments in specialized skill areas as trained and assigned.
- **Provide for inmate's needs** by organizing, sorting, transporting, delivering and collecting mail.



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Cumberland County offers an excellent and comprehensive benefits package and is proud of its talented and dedicated workforce. Come join our team and culture of engaged employees. Our strong management team is dedicated to providing employees with inspiring leadership, a positive and friendly workplace, support, encouragement and the necessary tools for success. We offer tuition reimbursement, wellness program, and professional development and training opportunities.

See an in-depth list of major responsibilities and download an application: www.cumberlandcounty.org

Salary is competitive and contingent upon qualifications and experience.

Applications will be accepted on a rolling basis until all positions are filled.

Send applications to:

Human Resource Department
142 Federal Street, Suite 110, Portland, Maine 04101
jobs@cumberlandcounty.org
(p) 207-775-6809 (f) 207-871-8378

Cumberland County is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected Veteran status.