

The logo for Cumberland County, Maine, features the word "Maine" in a stylized, orange cursive font at the top. Below it, the words "Cumberland County" are written in a black, sans-serif font. "Cumberland" is in a smaller size, and "County" is in a larger, bold size.

Maine Cumberland County

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: The mission of the Cumberland County Jail is to provide a healthy, safe, secure, humane, and cost effective environment in which to detain persons alleged or convicted of crimes. 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 safety and 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. Valid driver's license required. Must be able and willing to work evenings, nights, weekends, and/or holidays.

ESSENTIAL FUNCTIONS:

- **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. Competitive wages contingent upon qualifications and experience. Pay range for Corrections Officers starts at \$19.98, plus applicable shift differential and educational differential, if applicable.

To view a detailed list of essential job functions and download an employment application visit:
www.cumberlandcounty.org/jobs Applications will be accepted on a rolling basis until all positions are filled.

Please mail, email, or fax your completed employment application and required materials to:

Cumberland County Human Resources Department
142 Federal Street, Suite 110, Portland, Maine 04101
Email: jobs@cumberlandcounty.org
Fax: 207-871-8378

Applications may also be submitted online by visiting: <https://www.cumberlandso.org/227/Employment>

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.