

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONAL OFFICER TRAINEE

POSITION CODE: 09676

Effective: 02-01-21

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period not to exceed three months, receives formalized and on-the-job training in security and custodial duties in a correctional center relating to supervising the movements, conduct, work, discipline, recreation and training of residents; assists in controlling residents from stations in cell houses, yards, towers, dormitories, dining halls or on work details; receive orientation in rules of conduct, security and work standards, agency policy, rules and regulations; learns to make written reports of significant violations to superiors; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives eight weeks of formalized pre-service security training at the Illinois Corrections Training Academy; receives on-the-job training in rules and regulations and group management; patrols yards, grounds, cell houses, corridors, dormitories and work areas; participates in structured work experiences related to managing the movements, conduct, work and discipline of residents.
2. Escorts individuals or groups of residents to work assignments; learns to maintain order and discipline in workshops and during bathing, meals and recreation; requires residents to meet standards; keeps perpetual count on residents assigned.
3. Learns to inspect quarters, facilities and work locations for unauthorized objects or materials; checks on sanitary conditions, fire and safety hazards, such as unsafe tools and equipment or machinery; learns to make reports on irregularities.
4. Receives orientation in the problems attendant with adapting and adjusting to involuntary confinement; receives training in the application of modern principles and practices of guiding and training residents.
5. Learns to search visitors and supervise residents on inter-institutional transfers and to courts; responsible for safe arrival and/or return.

CORRECTIONAL OFFICER TRAINEE (Continued)

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Knowledges, Skills and Abilities

Requires elementary knowledge of resident behavior problems.

Requires working knowledge of the methods and objects of discipline required for persons under restraint.

Requires ability to complete a pre-service security training course.

Requires ability to control and direct residents.

Requires ability to establish and maintain satisfactory working relationships with coworkers and others.

Requires ability to learn to prepare reports of unusual happenings or accidents or violations of rules.

Requires ability to understand rules, regulations and requirements of the institution.

Requires ability to learn to train residents in performing required tasks.

Requires ability to profit from formal and on-the-job training experiences.

Requires ability to become aware of specific problems and needs of residents in a custodial setting.

Requires ability to learn the modern principles and practices of guiding and training residents.

Requires ability to set a good example by personal conduct and attitude.

Requires ability and willingness to follow orders.

Requires ability to remember names and faces.

Requires ability to keep abreast of progress, study, read books and periodicals covering new operations.

Requires ability to learn to maintain public attitudes that reflect favorably on the institution program.

Requires ability to recognize importance of sanitation and to learn regulations as directed.

Requires ability to successfully complete a firearms training course and learn the proper use of firearms.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.