



# Commissioners of Mifflin County

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Mifflin County, an equal opportunity employer, is currently accepting applications for the position of Part-time Corrections Officer at the Mifflin County Correctional Facility (MCCF).

Please submit applications and resumes to Warden Kormanic at [jkormanic@mifflinco.org](mailto:jkormanic@mifflinco.org) or 103 W. Market St., Lewistown, PA 17044.

\*\*\*\*\*Job description on following pages\*\*\*\*\*

Visit us on the Web at <http://mifflinco.org>  
AN EQUAL OPPORTUNITY EMPLOYER

REFERENCE: Mifflin County Prison Warden's Office

It is the policy of the Mifflin County Prison to provide a position to allow for the supervision of prison inmates under a variety of situations ensuring that proper security precautions are taken at all times.

## **JOB DESCRIPTION**

**Job Number:** 2905

**Class:**

**Pay Grade:**

**Reports To:** Warden

### **Essential Duties and Responsibilities**

- ▶ Supervises inmates ensuring that security requirements are met
- ▶ Supervises cleaning cell blocks, phone calls, visitation, recreational time, library visits, etc.
- ▶ Escorts prisoner
- ▶ Supervises showers
- ▶ Coordinates cell checks to ensure that inmates do not have any contraband
- ▶ Searches new inmates before they enter the cell block
- ▶ Searches work release inmates before they leave for and return from work
- ▶ Commits and fingerprints new inmates
- ▶ Gives out medications
- ▶ Passes out commissary once a week including Oasis, medical, and soda commissary
- ▶ Serves meals
- ▶ Completes all required paperwork related to the position before leaving their post
- ▶ Other duties as assigned

**Minimum Training and Experience Required to Perform Essential Job Functions**

- ▶ High school graduate with six to eleven months of law enforcement or similar experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

- ▶ Physical Requirements:

Ability to operate a motor vehicle

**Mathematical Ability**

- ▶ Ability to add, subtract, multiply, and divide

**Language Ability and Interpersonal Communication Skills**

- ▶ Ability to comprehend and interpret a variety of documents including commitment and medical folders
- ▶ Ability to prepare a variety of documents including daily log sheets using prescribed format and conforming to all rules of punctuation, grammar, diction, and style
- ▶ Ability to record and deliver information, explain procedures, and follow instructions
- ▶ Ability to communicate effectively verbally and in writing with inmates, staff, attorneys, and doctors

**Environmental Adaptability**

- ▶ Ability to work effectively under potentially unstable or hazardous conditions

Position description standard guideline of requirements for this position. However, this is not to be construed as exclusive or all-inclusive. Other duties or requirements may be added at any time.

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.