

# *Full Time Corrections Officer Hancock County Sheriff's Office*

## ***Job Description***

Receives and discharges inmates; performs complete booking process including fingerprinting, photographs, etc. Performs search of persons leaving or reentering the facility for contraband; completes required forms necessary during booking and release process; prepares routine records, reports and files as required; makes proper entries into jail management software; operates video player software to review video in incidents recorded by jail security camera; uses Microsoft Outlook to send and receive electronic email.

## ***Benefits:***

- Health Insurance
- Retirement Plan
- Paid Time Off
- Dental Insurance
- Life Insurance
- Flexible Spending Account
- Employee Assistance Program

## ***General Requirements***

- Valid OH drivers license/state ID
- Pass extensive background investigation
- No convictions of felony crimes
- Applicants subject to drug screening

## ***To apply:***

Fill out an application online at **[hancocksheriff.org](http://hancocksheriff.org)**

OR resumes may be sent to: Hancock County Sheriff's Office

Attn: Kim Schwertner, HR Specialist

200 W Crawford St.

Findlay, OH 45840

[krschwertner@co.hancock.oh.us](mailto:krschwertner@co.hancock.oh.us)