

# CHAMPAIGN COUNTY SHERIFF'S OFFICE

## RECRUITING INFORMATION

*Information for prospective*

***Sheriff's Correctional Officer Applicants***



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## WELCOME!

Thank you for your interest in the Champaign County Sheriff's Office! We hope the information contained in this packet provides helpful information on what it takes to become Law Enforcement Deputy or Correctional Officer.

### The Mission Statements of the Corrections Division is:

To provide a county jail that is safe and secure for staff and inmates that meets or exceeds all constitutional requirements and Illinois Jail Standards which also provides opportunities for inmates to improve themselves and deal with personal issues.

### Sheriff's Office Overview:

The Champaign County Sheriff's Office has three separate uniformed and sworn divisions (Law Enforcement, Corrections & Court Security) each of which have different primary job duties.

The Corrections Division consists of 1 facility- the Satellite Jail on South Lierman Ave in Urbana located at 502 S. Lierman, Urbana, IL. The division employs 50 officers, 8 Sergeants, 3 Lieutenants and 1 Captain.

The jail processes between 500-600 intakes per month. Daily, 20-25 inmates are transported to court hearings that range from the first arraignment appearance to sentencing. On average staff transport inmates to 4 medical appointments per week and 5-25 inmates are transported to the Illinois Department of Corrections. The division also monitors an average of 31 Electronic Home Detention (EHD) inmates daily. Those on EHD live in the community, but wear an ankle bracelet which utilizes GPS technology and is monitored by correctional staff.

Champaign County, Illinois is in the heart of East Central Illinois. US Interstates 57, 72 & 74 intersect in the County which puts Champaign County approximately 2 hours south of Chicago Illinois; 3 hours north-northeast of St. Louis, Missouri; and 2 hours west of Indianapolis, Indiana.

Home to the University of Illinois, Parkland College, and two major regional hospitals (Carle Foundation Hospital and OSF Heart of Mary Medical Center), Champaign County is a leader in education, health care, government, high technology, light industry and agriculture. Champaign County comprises 1008 square miles, the majority of which are involved in agriculture.

## CORRECTIONAL OFFICER QUALIFICATIONS

- High school diploma or general education degree (GED); or equivalent combination of education and experience.
- At least 21 years of age at the time of appointment as Correctional Officer
- Valid driver's license.
- Residency: Applicants do **NOT** need to be Champaign County residents to apply. If hired, you must establish residency either in Champaign County or an adjacent county.
- Physical Requirements: Must be able to perform the essential functions of the position.
- Examinations: Must pass written exam for placement into the Sheriff's Merit Commission Register; must pass background investigation, oral interview, psychological, and medical examinations including a drug screen prior to hire.
- Essential Duties and Responsibilities include:
  - Effectively work under stressful, high risk situations.
  - Safeguards detainees and render first aid in emergency situations.
  - Ensure the safety of the community by maintaining a secure jail facility.
  - Process the intake and release of detainees.
  - Understand and execute procedures that are essential to operations of the jail.
  - Understand and maintain detainee rights and privileges.
  - Understand and meet the rules set forth by the Illinois County Jail Standards.
  - Possess a technical level to understand bond and bond procedures as set forth by Illinois Supreme Court Rules.
  - Direct and supervise the daily movement and transportation of detainees.
  - Prepare, process and transmit reports as required.
  - Understand and follow oral and written communications.
  - Learn and use basic computer operation as it relates to police work.
  - Perform assignments as directed by Command Staff or the Sheriff.

## PAY AND BENEFITS – CORRECTIONS

Wages effective January 1, 2023 through and including December 31, 2025:

Position	Annual	Hourly
Probationary Corrections Officer	\$49,004.80	\$23.56
Corrections Officer – 5 years	\$61,297.60	\$29.47
Corrections Officer – 10 years	\$67,059.20	\$32.24
Corrections Officer – 20 years	\$79,768.00	\$38.35

Health Insurance effective January 1, 2023 through and including December 31, 2023:

- Health insurance is effective two months from your date of full time hire. Plan tiers are offered for single coverage (employee only) or dependent coverage. Employees are offered a choice of medical coverage through Blue Cross/Blue Shield of Illinois:

	Standard Plan	
	Cost/ Month	Deduction/ Paycheck
Single Coverage (total cost)		-
Employee Pays	<b>\$142.74</b>	<b>\$71.37</b>
Dependent Coverage – Employee Cost		
Emp + Child(ren)	<b>\$327.62</b>	<b>\$163.81</b>
Emp + Spouse	<b>\$403.02</b>	<b>\$201.51</b>
Family	<b>\$1,256.88</b>	<b>\$628.44</b>

Dental Insurance effective January 1, 2023 through and including December 31, 2023:

- Dental coverage is offered through Delta Dental and is effective first day of the month following two months of full time employment.

Dental deductions	Network Plan	Premier Plan
Employee Only	\$8.98/pay	\$15.56/pay
Employee + Spouse	\$17.96/pay	\$31.09/pay
Employee + Children	\$25.50/pay	\$31.33/pay
Family	\$40.62/pay	\$57.92/pay

**Eye/Med Vision Insurance effective January 1, 2023 through and including December 31, 2024:**

- Vision insurance is offered and is effective first day of the month following two months of full time employment.

Vision Insurance	Month	Per Pay
Employee Only	\$6.98	\$3.49
Employee + Spouse	\$14.68	\$7.34
Employee + Children	\$11.82	\$5.91
Employee + Family	\$19.70	\$9.85

**Pension/Retirement Plan:**

- Illinois Municipal Retirement Fund (IMRF) Tier-2.

**Overtime Pay and Compensatory Time:**

- Overtime is computed at 1.5 times the straight time hourly rate of pay. Time eligible for overtime is all hours worked more than 8 hours per day or 40 hours per week.
- Compensatory Time: Officers have the option to receive comp. time (time off) instead of overtime. Comp time accrues at the same rate as overtime (1.5).

**Paid Holidays:**

- Fourteen (14) holidays: New Year's Day, Martin Luther King Day, President's Day, Spring Day (Friday before Easter), Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Friday after, and Christmas Day.
- Employees who work on scheduled holidays receive two and one-half (2.5) times their regular straight-time hourly rate of pay.

**Paid Vacation:**

- Earn 80 hours (10 Days) during the first year of employment:

Employment Step	Amount of Vacation Accrued
Less than 5 years	80 hours/year
More than 5 less than 10 yrs	120 hours/year

More than 10 less than 15 yrs	160 hours/year
More than 15 less than 20 yrs	168 hours/year
More than 20 less than 25 yrs	176 hours/year
More than 25 years	200 hours/year

**Bereavement & Personal Leave:**

- Bereavement Leave (up to 5 consecutive days for immediate family);
- Personal Leave (24 hours)

**Paid Parental Leave:**

- Paid Parental Leave available for eligible employees.

**Paid Sick Leave:**

Employees earn paid sick leave based upon years of service.

- Less than ten (10) years of continuous service earn eighty (80) hours per year.
- Those with more than ten (10) years earn ninety-six (96) hours per year.

**Life Insurance:**

- The county provides full time employees with a \$20,000 term life insurance policy and \$20,000 AD&D insurance policy.

**Deferred Compensation Plan:**

- A 457(b) deferred compensation plan is a retirement plan that allows public employees like you to set aside money for retirement from every paycheck.

**Flexible Spending Account:**

- Employees may elect to create two separate tax-free accounts through salary reduction. One account is to pay for health-related expenses and the other account is for child care costs.

**Uniforms and Equipment:**

- Employees are provided complete uniforms including duty belt and accessories.
- No-interest payroll deduction loans are available for use in purchasing an authorized duty weapon.

**NOTE: Many, if not all, of the listed benefits are provided for in a contract between the County of Champaign, the Sheriff of Champaign County and the Illinois Fraternal Order of Police Labor Council, The Fraternal Order of Police Illini Lodge 17.**



## RECRUIT HIRING PROCESS

If you meet these qualifications, you may proceed through the testing and selection steps outlined below:

### **STEP 1 – VIDEO/WRITTEN EXAMINATION: Testing through the National Testing Network**

We are pleased to announce that we have partnered with the National Testing Network to offer continuous testing opportunities.

- You may test at any of the [NTN locations](#), including Parkland College in Champaign.
- Test scores are accepted on an on-going basis.
- You will complete an application through NTN as part of your testing process.

For more information including pricing, visit: [Candidate Frequently Asked Questions](#).

### **STEP 2 – PLACEMENT ON ELIGIBILITY LIST**

You will be added to the eligibility list for this position if you meet or exceed the recommended passing score.

### **STEP 3 – CANDIDATES NOTIFIED OF EXAM RESULTS BY E-MAIL**

**All steps from this point are mandatory and must be attended in-person.**

**STEP 4 – Panel Interviews with Sheriff's Personnel:** Dates TBA.

**STEP 5 – Background Investigation**

**STEP 6 – Conditional offer of employment**

**STEP 7 – Psychological examination**

**STEP 8 – Medical examination**

**STEP 9 – Appointment by Sheriff**

**STEP 10 – Attend Corrections Training Academy and pass State of Illinois Certification Exam.**

**STEP 11 – Successful completion of in-house Field Training Program.**

*These steps are described in greater detail on the following pages.*

## SHERIFF'S OFFICE TESTING PROCESS

The Sheriff's Office offers full testing services for the position of correctional officer through National Testing Network, Inc. The test we use is the *REACT Test for Entry Level Corrections*. The test will consist of three parts: a video test that will present various scenarios, a reading test and a writing test. The exam battery will take approximately three hours to complete.

National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. National Testing Network does not replace the Champaign County Sheriff's Office responsibility and decision making in the testing process. All candidate results are provided to the Sheriff's Office where the final decisions are made.

Although no prior experience is required, you can purchase a practice exam at: <http://reacttest.com//> This practice exam will help you become familiar with the test format.

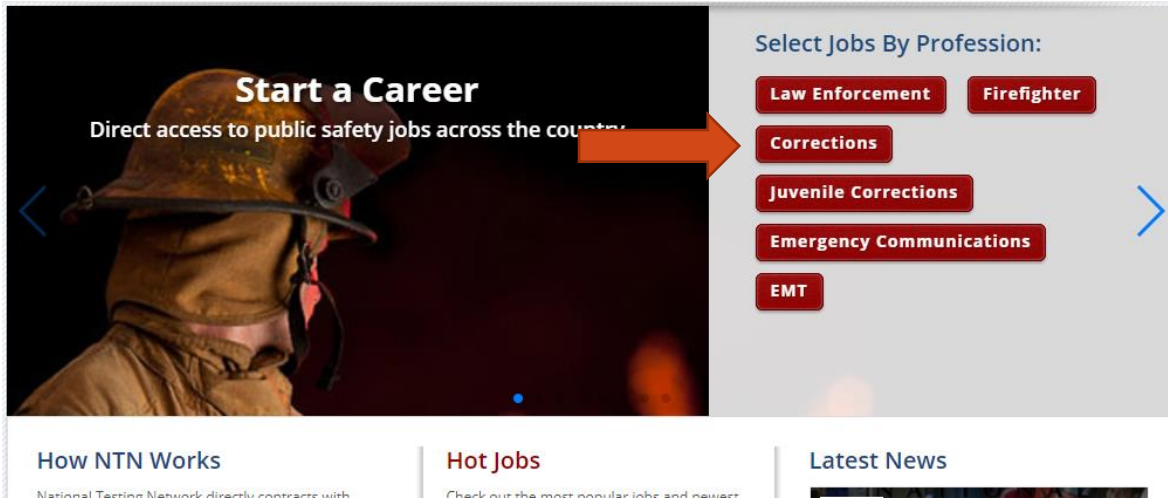
### 1) **SCHEDULE A TEST AND COMPLETE AN APPLICATION.**

The Sheriff's Office offers full testing services for the position of deputy sheriff through National Testing Network, Inc. To fill out an application and schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select Corrections and sign up for the Champaign County Sheriff's Office.

### 2) What to expect at the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Completion of the application process
- Review all information related to the Champaign County Sheriff's Office Correctional Officer position, including minimum requirements, salary and benefits.
- Detailed information about the testing process for both the entry level testing.
- Opportunity to take online practice tests at [www.frontlinetest.com](http://www.frontlinetest.com).
- Schedule your own convenient test time. Tests are offered multiple times a week, including Saturdays.
- Take high quality job simulation tests in a standardized, fair testing environment.

Start by select "Corrections Jobs" on the left side of the page.



2. Scroll down to **Illinois** and select the **Champaign County Sheriff's Office**. You can also select additional departments you would like your scores to be sent to.

### 2 Results for CORRECTIONS Positions

To add a job to your selection simply select the checkbox to the left of the position. Clicking on the name will show you the approximate location of the position and give you a link to the job details.

ILLINOIS	[-]	ILLINOIS	[-]
<input type="checkbox"/>	CHAMPAIGN COUNTY SHERIFF'S OFFICE CORRECTIONAL OFFICER	NEW	AURORA CITY OF TECHNICIAN

3. Read through the qualifications and select whether you wish to proceed.



**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Jail facility with some exposure to physical concern. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in unusual situations. Ability to work in stressful situations.

- I qualify. Continue.
- I do not qualify. Please remove this department from my list.

**Continue >**

4. Select where you would like to take your test, then click "Continue" at the bottom of the page.

Currently Selected (1)

CHAMPAIGN COUNTY SHERIFF'S OFFICE  
CORRECTIONAL OFFICER

Find testing opportunities near me

Testing locations near you



Please note that mapped locations are not exact.

**Continue >**

Where Would You Like to Test?

Please select a testing location that is most convenient for you.

- ARIZONA [+]
- ARKANSAS [+]
- CALIFORNIA [+]
- COLORADO [+]
- DISTRICT OF COLUMBIA - WASHINGTON, D.C. [+]
- FLORIDA [+]
- GEORGIA [+]
- IDAHO [+]
- ILLINOIS [+]

Champaign - Parkland College Computer Based Testing  
2400 W. Bradley Ave, U Building, Room 203  
Champaign, IL 61821  
[Get Directions](#)

5. Select when you want to take your test.

Currently Selected (1)

CHAMPAIGN COUNTY SHERIFF'S OFFICE  
CORRECTIONAL OFFICER

Schedule Your CORRECTIONS Test

Choose a time and date that works best for you.

If you do not see a convenient testing time or date please select a different testing location.

Champaign - Parkland College

May 2018						
<<						>>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 09:00 AM	2 09:00 AM	3 09:00 AM	4	5
6	7 12:00 PM	8 09:00 AM	9 09:00 AM	10 09:00 AM	11	12
13	14 12:00 PM	15 09:00 AM	16 09:00 AM	17 09:00 AM	18	19
20	21 12:00 PM	22 09:00 AM	23 09:00 AM	24 09:00 AM	25	26
27	28	29 09:00 AM	30 09:00 AM	31 09:00 AM		

6. Confirm your test appointment and the department(s). Remember, you **cannot** add departments after you have taken the test!

Currently Selected (1)

CHAMPAIGN COUNTY SHERIFF'S OFFICE  
CORRECTIONAL OFFICER

CORRECTIONS

Date/Time:  
2018-05-01  
9:00 AM

Testing Location:  
Champaign - Parkland College

Check for New Departments before you test!

Confirm Test Information

Schedule

Test	Date	Time	Test Location	Cost
CORRECTIONS	May 01, 2018	9:00 AM	Champaign - Parkland College	\$35.00

Selected Jobs

Jobs Name	Cost
CHAMPAIGN COUNTY SHERIFF'S OFFICE - CORRECTIONAL OFFICER	\$0.00
<b>Total Cost:</b>	<b>\$35.00</b>

If paying with a voucher, you will have the opportunity to enter it later in the process.

Continue

Before your test, check NTN for any new department jobs you want. You can only add existing department jobs before you test. You will NOT be able to add any existing job postings after your test is completed. You will be able to add any new job postings as they become available.

7. If you have an existing candidate account, you can enter your login information. Otherwise, set up a new account and complete the application process.

Currently Selected (1)

CHAMPAIGN COUNTY SHERIFF'S OFFICE  
CORRECTIONAL OFFICER

CORRECTIONS

Date/Time:  
2018-05-01  
9:00 AM

Testing Location:  
Champaign - Parkland College

Check for New Departments before you test!

Login to Your Candidate Account

If you are new to National Testing Network, create a new account.

Register for a New Account

If you are a returning user, please log in.

Email

Password

Login

Forgot your password?

Carefully read your exam invitation for any materials you will need to bring, such as your driver's license, military ID or other photo ID. At the time of publication, the cost to test using a National Testing Network facility is \$35.00. Please check the National Testing Network website for the most recent information. The Champaign County Sheriff's Office does not set the cost or collect fees for test administration when administered off-site.

### **3) SHERIFF'S MERIT COMMISSION REGISTER**

If your exam results meet or exceed the recommended score, your name will be placed on the Sheriff's Merit Commission register for this position. *Important:* If you apply for another position at the Sheriff's Office, such as Law Enforcement Deputy, you must test for each new position separately, as different tests are used.

### **4) SHERIFF'S PANEL INTERVIEW**

Candidates with the highest video test scores will be invited to the panel interviews. These interviews will be conducted with the Sheriff, Chief Deputy and Command Staff. Professional attire is recommended for the interview.

If you receive a notice that you are on the register but not one of the top scorers, you may be invited to interview later. Keep checking your e-mail to make sure you don't miss an invitation later!

### **5) BACKGROUND INVESTIGATION**

The background packet is extensive, so it may take some time to complete it fully. You may be surprised at how in-depth it is, but this is to ensure the safety of the officers and other department staff. If there is anything you feel might be of concern, be sure to mention this to the command staff officer before the background check begins! You will also be fingerprinted as part of this process. A thorough background investigation will take anywhere from one to three weeks, depending on the time it takes to contact your references, past employers and other individuals who will be part of your background investigation. We recommend letting them know ahead of time that they will be contacted so that they can be prepared and respond in a timely fashion to keep the process moving forward.

### **6) CONDITIONAL OFFER OF EMPLOYMENT**

The desired candidate selected by the Sheriff will receive a conditional offer of employment pending the outcome of several employment-related exams:

- a. Psychological exam—a battery of psychological tests will be administered by a licensed psychologist and used in conjunction with the personal interviews to evaluate and determine your suitability for employment. The exams will last most of the day, so please feel free to dress comfortably.

- b. Medical exam
- c. Acceptance of Written Reimbursement Agreement for Hiring and Training Expenses for the Position of Deputy. (Copy of Agreement available upon request).

## **7) FIELD TRAINING**

Your training doesn't end with completion of class work. Once you begin with the Sheriff's Office, you will attend a Basic Corrections Officer Training Academy of our choice. Upon completion, you will be assigned a Field Training Officer (FTO), who is an experienced officer selected to help train new officers. Your FTO will help bridge your knowledge from what you have learned in a classroom setting to the real-life environment of the Champaign County Jail.

For all our applicants, we want to be a good match for your interests, skills and career goals. If you feel, at any point in the process, that this would not be a suitable job for you, please do not hesitate to let us know.

## PREPARING FOR THE INTERVIEW

### ***I'VE BEEN INVITED TO INTERVIEW! NOW WHAT?***

*First, congratulations! Very few of those who apply to be a Champaign County Sheriff Deputy are invited to interview. Here are some tips that you may find helpful in preparing.*

### AHEAD OF TIME

- Review the job description and think about how your education and/or experience have prepared you for this position.
- Review past projects and experiences you've had, such as projects that you are especially proud of or that didn't turn out as you had planned. You may be asked about these and what you learned from your experiences.
- Think of other questions that the interview panel may ask. Local libraries, the Internet and the Illinois WorkNet Center (1307 N. Mattis Avenue, Champaign) may offer helpful books, flyers and Internet access for further research. The Helpful Links page of this packet also has some ideas where you can start.
- Review your resume; if any changes have occurred since you submitted your resume with your application, print out the updated version and bring copies with you to the interview.
- Review directions to the interview location.
- Consider scheduling a ride-along with a Sheriff's Deputy to see the job first-hand. See the Ride-Along portion of this guide for more information.

### THE DAY OF THE INTERVIEW

- Print out your interview invitation that provides the address of the interview location, your interview time, and other instructions.
- Be sure to bring any materials you may need, such as copies of your updated resume or any materials you have been requested to bring (such as copies of licenses or transcripts).
- Allow yourself extra time to arrive at the interview.
- Be on time! We advise arriving for your interview at least 10-15 minutes ahead of time.
- Parking: interviews take place at the Sheriff's Office Downtown Location, 204 E. Main St., Urbana, unless otherwise specified on your invitation. Metered parking is available on the south side of the building (Main St) or in the paid lot east of the Champaign County Courthouse.



*DURING THE INTERVIEW*

- Professional attire is recommended for the interview.
- If the question has two parts, be sure to answer both.
- Listen to the questions carefully. If you don't think you heard it correctly or did not understand it, ask the interviewer to repeat it.
- Be honest.

## FREQUENTLY ASKED QUESTIONS

➤ **DO YOU OFFER ONLINE TESTING?**

Yes, you may test at any of [National Testing Network locations](#), including Parkland College in Champaign. You will need to complete an application through NTN. Please check the website for fees; the Sheriff's Office does not set the cost for test administration when administered off-site. For more information including pricing, visit: [Candidate Frequently Asked Questions](#).

➤ **CAN I TEST IN-PERSON?**

At this point there is no on-site testing scheduled by the Sheriff's Office.

➤ **I WAS ON THE MERIT COMMISSION LIST BEFORE; DO I NEED TO TEST AGAIN?**

No, not if you passed the written exam in 2017 and are currently on a valid list. This test will add to the current list, not replace it.

➤ **DO I NEED TO LIVE IN THE COUNTY TO TAKE THE EXAM?**

No, you do not need to be a Champaign County resident to take the exam.

➤ **IS THERE A RESIDENCY REQUIREMENT IF I AM HIRED?**

Yes. Correctional Officers may live in Champaign County or any adjoining county within fourteen (14) months of employment.

➤ **WHAT IS A CERTIFICATION LIST?**

The Sheriff's Merit Commission Certification List is a list of applicants who have met or exceeded the passing score set for that position. Only applicants on the list will be considered for hiring. If you are on the list but are not hired initially, you may still be considered if another position becomes open later. Lists are usually valid for one year. If you are not contacted during that one-year period you will need to retest for the Deputy Sheriff position to be considered again.

**IMPORTANT:** If you change your phone number, mailing address or e-mail address while you are on the register, contact us at [sheriff@co.champaign.il.us](mailto:sheriff@co.champaign.il.us) to update your contact information.

➤ **MY RANK ON THE NTN REGISTER HAS CHANGED—WHY?**

The register for Entry-Level Correctional Officers is a continuous register. This means that we will offer several testing cycles during the life of this register. As new candidates are added, your rank will be adjusted based on the new scores. For example, if you are #28 on the register after your test and two people receive higher scores than you at the next test, you will move to #30.

➤ ***WHAT SHOULD I WEAR TO THE INTERVIEW?***

Dress professionally. Fragrance should be worn sparingly or not at all; the interviews typically take place in a small room, so a heavy scent can become overpowering.

➤ ***I WAS INVITED TO INTERVIEW, BUT WAS NOT INVITED TO THE NEXT STEP OF THE PROCESS. WHAT HAPPENS NOW?***

You will remain on the Register for this position, so you will be considered for future openings until the register is decertified or it expires. Be sure to check your e-mail for notices, and you may want to check your spam/junk mail folder occasionally to make sure a notice didn't get delivered there.

➤ ***THERE MIGHT BE SOME THINGS IN MY BACKGROUND THAT I'M NOT PROUD OF. DOES THIS MEAN I'LL BE AUTOMATICALLY DISQUALIFIED?***

Not necessarily. We will review all the information in its entirety; each decision is made on a case-by-case basis. However, it is **very** important that you discuss your concerns with the Deputy who will be completing your background investigation!

**If you have questions not covered in this booklet, call the Sheriff's Office at (217) 384-1205 (Monday-Friday, 8:00 a.m. to 5:00 p.m.) excluding holidays. We're happy to help!**

## APPENDIX A: JOB DESCRIPTION

### Champaign County Correctional Officer Job Description

**Job Title:** Correctional Officer

**Department:** Sheriff

**Reports To:** Sergeant or Acting Supervisor

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - FOP Corrections

**Prepared Date:** April 2018

**SUMMARY** Maintains security of Champaign County jail facilities and provides for the well- being of the current residents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Effectively work under stressful, high risk situations.
- Safeguards detainees and render first aid in emergency situations.
- Ensure the safety of the community by maintaining a secure jail facility.
- Process the intake and release of detainees.
- Understand and execute procedures that are essential to operations of the jail.
- Understand and maintain detainee rights and privileges.
- Understand and meet the rules set forth by the Illinois County Jail Standards.
- Possess a technical level to understand bond and bond procedures as set forth by Illinois Supreme Court Rules.
- Direct and supervise the daily movement and transportation of detainees.
- Prepare, process and transmit reports as required.
- Understand and follow oral and written communications.
- Learn and use basic computer operation as it relates to police work.
- Perform assignments as directed by Command Staff or the Sheriff.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED); or equivalent combination of training and experience. Requires working knowledge of Correctional Officer rules and regulations. Requires skill in interviewing techniques and in personal and cell searches.

**LANGUAGE SKILLS** Ability to read and interpret documents such as jail regulations, operating instructions, legal documents and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before the public or employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in unusual situations. Ability to work in stressful situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Driver's License required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; and talk; or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Jail facility with some exposure to physical concern. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within the job class. "Essential functions" are to be determined at the position or job level within each department.