



## Part-Time Pre-Release Center Driver

Department: Pre-Release Center

Revised: July 31, 2025

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### JOB DESCRIPTION

This position's primary function is the transportation of residents in the community. It also involves the maintenance of security, and supervision of residents in and out of the facility. This worker is under the direct supervision of the Pre-Release Center Manager. Work is done on an as scheduled basis with approximately 20 hours per week. The general responsibilities involve assisting in enforcing rules and regulations, insuring that residents attend scheduled treatment and/or medical appointments.

### SPECIFIC DUTIES

- The **PRIMARY** duty is driving County vehicles to drop off and pick up residents for work.
- Other duties may include:
  1. Escorting individuals or groups of residents to social agency appointments, medical appointments, etc., in the community.
  2. Assists in the searching of facility areas and rooms, body searches (strip searches, pat downs), breath tests, and obtaining urine specimens.
  3. Written reports including Special Incident Reports of violations and misconducts, and resident injury reports, etc.
  4. May be required to physically suppress "acting out" behavior of residents.
  5. Dispenses cleaning and sanitation supplies, mail, and linen to residents.
  6. Assist with inmate laundry procedures and operations.
  7. Written reports including special incidents reports of violations and misconducts, and resident injury reports.
  8. Check vehicle fuel levels and fill them as needed.
  9. Perform other duties as directed by Resident Supervisor II, or the PRC Manager.

### SUPERVISORY RESPONSIBILITIES

None

### WORKING CONDITIONS

There is a slight element of danger.

## **JOB REQUIREMENTS**

- Fully qualified requirements include a High School diploma and preferred one (1) year of related experience.
- Must attend Pennsylvania Department of Corrections Academy in Elizabethtown, PA.
- Valid Pennsylvania driver's license and safe driving record.
- Basic computer skills required.
- Must be able to pass pre-employment background check and drug screening, as required by Lycoming County.

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

**County of Lycoming is an Equal Opportunity Employer**

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