

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: CORRECTIONS SERGEANT
DEPARTMENT: SHERIFF
REPORTS TO: CORRECTIONS LIEUTENANT

CLASS CODE: 7055
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to supervise, evaluate and train corrections corporals and deputies in order to ensure the safe and orderly operation of the County correctional facility; performs responsible technical and second-level supervisory duties.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises day to day operations to ensure efficient and safe operation of correctional facility; directs all activities related to inmate welfare and housing.

Supervises transportation unit; coordinates activities with Bailiff Sergeant and court.

Exercises supervision over and coordinates medical, kitchen and laundry services.

Oversees inmate classification and discipline functions.

Receives, investigates and responds to personnel complaints from inmates and civilians, which may include internal affairs investigations.

Review policies and procedures; develops new or revised policies and procedures for approval by management; implements and monitors compliance with approved policies and procedures by all personnel; may assist in establishing and revising detention policies and procedures.

Reviews various logs and reports related to facility operations and activities.

Provides scheduling and prepares payroll for facility personnel.

Serves as firearms instructor; provides periodic firearms qualification; conducts related training exercises.

Conducts background investigations on potential corrections employees.

Maintains records; prepares reports, correspondence and other written documents as needed.

Conducts periodic staff meetings and attends various meetings as needed.

Exercises control and inventory of office supplies and inmate supplies.

Assesses, plans, develops and coordinates training programs for assigned personnel within Board of Corrections guidelines.

Assists in state mandated inspections.

Transports inmates to and from court or other locations as required.

Serves as Corrections Lieutenant in his/her absence.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer	Vehicle Handcuffs	CPR	Microshield
Safety Equipment	Gloves	Keys	Firearms	Radio

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Three years of progressively responsible related experience; and,

Successful completion of the introductory training described in the California Penal Code 832, certified by either the California Commission on Peace Officer Standards & Training or the Standards & Training Program of the California Board of Corrections, and successful completion of a POST or STC certified supervisory course; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License - Class C or better ; CPR

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administration and supervision of a correctional facility, including the proper care and treatment of inmates.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Methods and techniques of research, statistical analysis and report presentation.

First aid methods and techniques.

Budgetary principles and practices.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to maintain discipline and orderly conduct among inmates and correctional employees.

Ability to make quick, effective and reasonable decisions in emergency situations, and to take appropriate action to include physically restraining violent inmates.

Ability to write reports and correspondence.

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is frequently required to stand, walk, run and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold or otherwise work with hands; climb, jump and/or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is exposed to outdoor weather conditions and possible bodily injury/hazardous situations from explosions; falling from high, exposed places; toxic or caustic chemicals; armed or physically violent persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; and/or interviewing violent and/or mentally or emotionally disturbed persons.

The incumbent's working conditions are typically moderately quiet, but may be loud at times.

Working time may require irregular hours, shift times, and/or on-call status.

file: corrsqt.7055

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.