

JACKSON COUNTY JOB DESCRIPTION

Sergeant

DEPARTMENT: CORRECTIONS

GENERAL DESCRIPTION:

Under general supervision, performs administrative and supervisory work in the care and security of prisoners in the County Corrections Facility. Work involves supervising Correction Officers in the care and control of inmates, advising appropriate action to be taken in unusual circumstances, approving or denying inmate requests, maintaining the security of the facility and the safety and well-being of inmates, reviewing and approving reports submitted by Correctional Officers, and monitoring interactions between Officers and inmates. Employee generally provides for the security and orderly operation of the facility. Employee is subject to the usual hazards of correctional facility management and law enforcement work. Reports to the Operations Lieutenant.

ESSENTIAL JOB FUNCTIONS

1. Supervises County Corrections Officers in the care, custody and control of inmates; supervises the work of line staff to ensure established standards are met; conducts daily inspections of the facility.
2. Supervises the actions of inmates to ensure proper control is maintained; approves or denies inmate requests; conducts disciplinary hearings as necessary; approves the use of restraints and control devices.
3. Directs Correctional Officers in the proper procedures or actions to be taken during an incident or emergency.
4. Performs routine administration duties for the facility; prepares and records monies paid by inmates to administration; receives, reviews and distributes incoming and outgoing mail; plans emergency drills; organizes court paperwork, as needed; maintains records of confinement.
5. Performs routine personnel administration duties for subordinates, including recruiting, hiring, assigning, reviewing, evaluating, disciplining and evaluating; plans and directs training for the line officers; monitors time cards; grants leave as requested; monitors general progress.
6. Performs other related work as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

Education and Experience:

Must have served as Corporal for a minimum of one year. Graduation from high school, and 2 to 4 years of experience as a line officer; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Certification in Basic Corrections by the State of Florida.

Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of correctional facility management.
Knowledge of local laws, ordinances and Florida statutes pertaining to the commitment, confinement and release of prisoners.
Knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.
Knowledge of the standard practices, materials, techniques and equipment associated with the County Correction Facility.
Knowledge of the principles of supervision, organization and administration.
Knowledge of the current literature, trends and developments in correction facilities management.
Skill in the use of firearms and other law enforcement equipment.
Skill in monitoring the work and evaluating the effectiveness of personnel and staff.
Ability to use common office machines, including popular computer driven work processing, spreadsheet and file maintenance programs.
Ability to plan, direct and coordinate the work of a large group of employees.
Ability to make decisions and take prompt and effective action in emergency situations.
Ability to express ideas effectively orally and in writing.
Ability to exercise tact, courtesy and firmness in frequent contact with inmates' families, attorneys, ministers and other persons concern with the welfare of individual prisoners.
Ability to establish and maintain effective working relationships as necessitated by work assignments.

Physical Requirements: Must be physically able to operate a variety of machinery, equipment and tools including computers, adding machines, weapons, handcuffs, jail keys, etc. Must be able to exert up to 74 pounds of force occasionally, and/or up to 50 pounds of force frequently, and or up to 25 pounds of force constantly to move objects. Work involves walking, standing and running, and may involve physical confrontations. Physical demand requirements are consistent with those for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, logs, requests, etc. Requires the ability to prepare correspondence, reports, forms, logs, evaluations, records, etc. Using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatical form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, and using law enforcement and legal terminology, and emergency response codes.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as law enforcement equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: Perceiving nature of sounds by ear.) Must be able to communicate via telephone.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

I have read and accept the terms and conditions of this job description.

Signature

Dated