**Overview:**

There is one position vacant in the Yakima County Department of Corrections. Under the direction of the Division Chief, the Corrections Lieutenant is responsible for planning, administering, organizing, controlling, coordinating, enforcing, auditing, monitoring, and evaluating all operations and activities within an assigned corrections facility or section and its relevant correctional programs.

***This recruitment may be used to fill future vacancies that occur within 90 days of the closing of this position.*** (This excludes Yakima County Sheriff's Office and Department of Corrections)

**Responsibilities:**

Plans, develops recommendations, and implements strategies and programs to accomplish department goals, priorities, and objectives.

Manages and coordinates facility or section use of resources.

Develops, interprets, monitors, modifies, and implements operational protocols, procedures, and post orders.

Oversees daily operation within the assigned area of responsibility, insuring goals and objectives comply with the Law and Justice plan and the County’s long-range goals, while meeting the needs of the department.

Supervises, directs, and evaluates the work of subordinate supervisors and staff.

Insures consistent application of supervisory policies within assigned areas, and in conjunction with other lieutenants, throughout the facility.

Oversees staff-related activities, by monitoring and inspecting areas within the assigned facilities which include: the review of various computer entered logs and photos, the review of all incident reports, field inspections of all officers assigned posts and housing floors, observing staff interaction with other staff and inmates.

Participates in the performance evaluation of assigned personnel.

Monitors the training of employees to meet current and projected demands.

Reviews and modifies the organizational structure within assigned area of command to meet changing needs. Ensures that activities are accomplished by prioritizing work assignments and adjusting resource allocation.

Ensures that safe security practices are being used and promoted by all staff.

Drafts and recommends new policies, procedures and post orders as directed or needed.

Evaluates department programs and analyzes trends of operations.

Research legal requirements, best practices, and industry standards to ensure legal compliance and up-to-date operational standards.

Confers with various department heads, local and state officials, community-based organizations and groups, businesses, schools, and the general public to explain department goals, priorities and project information.

Meets on a regular basis with other Lieutenants to improve and maintain open lines of communications, ensures, and promotes interdivisional relations, efficiencies, and cooperation.

Investigates and responds to complaints and grievances filed by inmates and the public. Monitors fiscal operations of the assigned programs and division.

Recommends expenditures.

Provides input in the development and implementation of divisional budget.

Reviews and monitors subcontract terms, and ensures reports are provided as required.

Assumes incident command responsibilities when necessary, initiating action, assigning personnel, and notifying designated officials.

Other duties required.

**Qualifications:**

**Experience and Training:** Bachelor's degree in Criminal Justice or a Social Sciences field (ie: Sociology, Behavioral Science, Psychology, etc plus 5 years of progressively responsible experience in an adult correctional setting, three (3) years of which have been served at the rank of Sergeant or above; Or An equivalent combination of education and experience (including three (3) years at the rank of DOC Sergeant or above) which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the position.

**Required:**

A Valid Driver's License and proof of insurance, if requested.

Applicant will be subject to a thorough background investigation to include fingerprinting and a complete criminal record investigation, financial background review and general employment verification.

**Outside applicants:** When applying outside of the agency, applicants will be subject to a thorough background investigation to include fingerprinting and a complete criminal record investigation and pre-employment drug testing.

**NOTE for Current employees:**  To be eligible to test for the rank of Lieutenant, interested Sergeants must have 3 years of continuous contiguous service as a law enforcement or corrections Sergeant and must have not received a written reprimand in the past 18 months, or a suspension or disciplinary demotion in the past 2 years.

**Knowledge:**

Supervisory theories, practices, and principles of organizational management.

Project management, public administration, and financial management.

Applicable terminology, laws, rules, and regulations governing area of assignment.

Effective communication, interactive and listening skills.

Customer service techniques and team building concepts.

**Skills (and abilities):**

Operating office equipment and computers utilizing related software applications

Basic understanding in the use of relational databases

Determining priorities and making critical decisions; developing initiatives and projects

Supervising, teaching, coaching, mentoring, monitoring and evaluating staff

Developing, writing, applying, and implementing County and Departmental policies and procedures

Solving problems, resolving conflict and team building

Applying principles of financial and resource management in budgeting and participation in contract negotiations

Giving public presentations, public speaking and facilitating meetings

Researching, enforcing, and mediating laws, codes, ordinances and regulations

Providing technical expertise within the area of responsibility

Establishing and maintaining effective interpersonal relationships with fellow staff, County, and other officials, at all organization levels and with the public

Communications, oral and written, sufficient to exchange or convey information and to give and receive work direction.

**Equipment Used:**

Phone, Computer, Fax Machine, Printer, Copier, Two-Way Radio, PDA & Calculator, passenger vehicle.

**Working Conditions:**

Excessive noise, Pathogen Exposure, Travel, Multiple work locations, Work in locked down facility(s), May be exposed to hostile/angry individuals; work outside of standard business hours and locations, Bending, Carrying, Handling, Lifting, Pulling, Pushing, Reaching, Sitting, Standing, Walking, Fingering, Climbing, Crouching, Kneeling, Hearing, Smelling, Talking Visual Acuity, Ability to multitask, Confidentiality, Ability to work under pressure, Ability to articulate and communicate information in conversations, Ability to follow written and verbal instruction.

**“AN EQUAL OPPORTUNITY EMPLOYER”  
Minorities, Females, Protected Veterans and the Disabled are encouraged to apply.**  
  
Yakima County ensures equal employment opportunities regardless of a person’s age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state statute.  
  
**PAY TRANSPARENCY NONDISCRIMINATION PROVISION**  
The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish the information.  
  
Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.  
  
**Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to** <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service> **or contact your federal loan servicer.**  
  
**In compliance with the Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.**

**Yakima County is an E-Verify Employer.**