

CORRECTIONS SERGEANT

Nature of Work

This is a corrections and limited law enforcement supervisory position. The position is responsible for the supervision of and participation in the daily operations of the Asotin County Jail. A person filling this position reports directly to the Jail Commander. The position involves contact with county departments, other local and state corrections facilities, local and state law enforcement officers, the court system, civilian vendors, and the general public sometimes under difficult, sensitive, and stressful conditions. Duties can entail assignments which may be physically demanding and potentially life threatening.

Supervision Exercised and Received

Supervision is normally exercised over all activities and staff of Asotin County Jail during a work shift. Work is performed under the supervision of the Jail Commander. A Corrections Sergeant is second-in-command of the jail during their shift and responsible for all aspects of jail operation in the absence of the Jail Commander. A Corrections Sergeant may be assigned as the temporary Jail Commander during the Jail Commander's extended absence.

Duties

The duties of a Corrections Sergeant include the following:

- Supervise and participate, as required, in all jail operations
- Monitor and requisition needed material, equipment, food, and supplies
- Maintain various divisional, fiscal and other office records according to statutory or established corrections standard procedures, Sheriff's Office, and/or Asotin County policies
- Control access to information consistent with office procedures and state guidelines
- Supervise and monitors the cleanliness of the jail and grounds
- Prepare report data involving tabulation of posted data and basic arithmetic computations
- Assist Jail Commander with employee shift and vacation scheduling
- Assist the Jail Commander in monitoring the jail budget
- Operate a variety of equipment including:
 - transport vehicles
 - Firearms

- finger print machines
 - dictation equipment
 - computers and associated equipment
 - telephones
 - ACCESS terminals
 - Portable radios
 - Less than lethal weapons
 - Intercoms
 - closed circuit television systems
- Assign, train, evaluate, and supervise a staff of Corrections Deputies
 - Assist and/or advise subordinates
 - Participate in the selection, placement, training, safety, appraisal and discipline of subordinates
 - Monitor audio and video systems
 - Perform all required duties of a Corrections Deputy as needed on a scheduled shift to include, but not limited to:
 - Booking and processing prisoners into the county jail
 - Issuing clothing, linen, and bedding
 - Assigning inmates to housing areas
 - Orienting inmates to jail routines
 - Supervising jail work details
 - Transport inmates
 - Maintain order, discipline, and security of inmates
 - Isolate inmates as needed
 - Supervise the timely preparation and service of meals
 - Supervise distribution of medication to inmates
 - Supervise periodic searches of the jail grounds, cells and inmates for contraband
 - Supervise the training trustees in proper food handling techniques
 - Supervise receiving, booking and processing prisoners
 - Supervise the inmate release procedure
 - Assure inmate physical well-being
 - Supervise inmates
 - Make jail inspections as required by local and state law
 - Observe inmate behavior
 - Take disciplinary action as required in a manner consistent with state laws dealing with the incarceration of adults.
 - Performs other duties as assigned

Required Knowledge

- Washington State laws
- Laws and procedures of search and seizure, arrest, evidence, interrogation, and interviews in a corrections setting
- Court policy and procedures
- Law enforcement information systems
- Police report writing
- Criminal identification
- Basic principals of supervision and organization
- Evidence gathering, preservation and storage

Required Abilities

- Set an example for other deputies to follow.
- Use good judgment.
- Be able to make decisions in stressful situations.
- Analyze and adapt to new situations quickly.
- Review reports and written material.
- Deal courteously with the general public.
- Understand and execute oral and written instructions.
- Demonstrate the use and care of firearms.
- Support the mission and vision statements of the Asotin County Sheriff's Office.
- Effectively interact with staff, inmates, other agencies, and the public to resolve conflicts on an ongoing basis.
- Effectively organize, supervise, and participate in jail operations
- Prioritize-task under stressful conditions
- Respond to emergency situations promptly and effectively

Experience, Education and Training

To be considered for this position, three years experience in the capacity of a Corrections Deputy in the Asotin County Jail. Successful completion of the Washington State Criminal Justice Correctional Academy is required. Education and experience can be substituted for time in the performance of duties as a Corrections Deputy with the following guidelines:

Baccalaureate degree = 2 years experience

Associate degree = 1 year experience

Outside job experience = 2 years non-corrections supervisory work for 1 year
Corrections Deputy experience

Corrections Setting Experience = year for year experience

Mandatory Qualifications

Applicants must possess a valid driver's license, be a graduate from an accredited high school (or equivalency); possess or be able to obtain a current first-aid card, and food

handler's permit; must read, write, and speak the English language fluently; be ACCESS certified to Level 2; and meet all requirements as approved by the Asotin County Civil Service Commission and Asotin County Sheriff, to include age and citizenship requirements specified by the job announcement.



Asotin County Civil Service

PO Box 643
Asotin, WA 99402
208-790-3220
civilservice@co.asotin.wa.us

Complete all information. Incomplete applications may delay or disqualify you.

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Home /Cell: () () E-mail Address: _____

Date Available: _____ How did you hear of opening? _____

Position Applied for: _____

Are you authorized to work in the U.S.? YES NO

Have you ever worked for the County? YES NO If yes, department & dates _____

I have read the job description and can perform the essential functions without an accommodation. YES NO If no, explain: _____

I have read the job description and can perform the essential functions with the following accommodation. *(this information is necessary so that if hired, we can have an accommodation in place when you begin working. Please let us know if you need an accommodation to apply for employment)*

Accommodations: _____

Do you have any relatives working for Asotin County? YES NO If yes, what department? _____

Education

High School Name: _____ City & State: _____
Did you graduate? YES NO

College Name: _____ City & State: _____
Highest degree earned or number of years attended _____
Did you graduate? YES NO

Post Graduate? _____ City & State: _____
Highest degree earned or number of years attended _____

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Applicant Authorization for Release of Information

As an applicant for a position with Asotin County, I hereby authorize any employers or supervisors, educational institutions, personal and professional references and/or other persons to release any and all requested information about my work and education history for use in determining my qualifications for this position. I understand, agree, and authorize that a copy or facsimile of this form to be as valid as the original.

I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Code, Section 552 et seq., the Privacy Act of 1974, the Freedom of Information Act, and RCW 42.17 et seq. and specifically waive those rights understanding that the information furnished will be used by Asotin County and/or its agencies or departments in conjunction with employment procedures. I will make no attempt to gain access to the information provided by you to Asotin County and/or its agencies or departments in conjunction with this employment process and hereby expressly waive any rights I may have to request the disclosure or information provided by you to Asotin County and/or its agencies or departments in conjunction with employment procedures.

Any employer who provides such information is indemnified and released from liability arising from such disclosures.

Printed
Name:

Signature _____ Date: _____

Position applied for:



CRIMINAL HISTORY BACKGROUND CHECK

I, _____ hereby authorize and release Asotin County to conduct a criminal history background check. The sole purpose of this background is in relation to the position so applied for with Asotin County.

Social Security Number

Full legal name (please print)

Signature of Applicant

Date