

CORRECTIONS LIEUTENANT

CODES/PAY RANGE

Class Code: 3416

EEO Code: B

Pay Range: 216

MAJOR FUNCTION

Responsible corrections work supervising all housing unit operations at a correctional facility.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans and coordinates all transportation and interval moves of inmates.

Supervises operation of the control room and receiving and discharge areas. Supervises the processing of new inmates. Supervises the general health and welfare of all inmates on a shift.

Coordinates transportation for scheduled and unscheduled appointments. Coordinates the visitation activities.

Assists in shift briefing and overall supervision of subordinates. Supervises the booking and record activities.

Reviews reports and other records. Maintains files and records pertaining to inmates. Assists inmates with legal problems. Corresponds and communicates with outside agencies as required.

Performs duties of the Captain in his absence.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

All knowledge and abilities of the lower level Correctional Officer. Knowledge of the laws, ordinances, rules and regulations governing the receiving, custody, care and releasing of prisoners. Knowledge of modern supervisory penal principles and practices, and of modern methods and techniques used in the custody and control of prisoners. Knowledge of records and reports typically used in receiving and releasing prisoners from custody.

Ability to plan and supervise the work of subordinates. Ability to enforce regulations with firmness, tact, and impartiality. Ability to remain alert at all times and to react quickly and calmly in emergencies. Ability to communicate effectively, both orally and in writing.

CORRECTIONS LIEUTENANT (cont.)

MINIMUM QUALIFICATIONS

Three (3) years continuous services as a Corrections Officer and one (1) year continuous service as a Corrections Sergeant. Must possess Certification by the State of Florida.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical, legal, and professional journals and manuals; reports, summaries, laws, statutes and procedures. Ability to perform basic mathematical functions. Ability to apply rules, procedures, laws to real life situations including emergencies. Ability to speak clearly and concisely. Ability to write detailed reports, summaries, instructions relaying information. Ability to analyze situations for potential infractions, dangers.

Physical Demands: Heavy to Heavy work. Ability to see, hear, talk, run, walk, lift, pull, push, grasp, feel, stoop, kneel, crouch and climb; finger dexterity.

Environmental Demands: Inside work. Exposure to confine, closed spaces on a continuous basis.

Revised 7/03

Revised 8/00

Revised 1/96