

SENIOR CORRECTIONS OFFICER

CODES/PAY RANGE

Class Code: 3415 EEO Code: D FLSA: NE Pay Range:
324

MAJOR FUNCTION

Progressively responsible work in performing correctional officer duties involving the custody, control, care and general welfare of inmates detained in the County correctional facilities.

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 of the position.)

Performs all duties of a Corrections Officer.

May be assigned as a first level supervisor in a single housing unit or single shift operations or control activities.

May perform duties of a Corrections Sergeant in Sergeant's absence.

Escorts inmates to and from hearings, trials, meetings, etc., maintaining order and discipline.

Takes periodic counts of inmates in cell blocks.

May perform training duties for subordinate staff as FTO; supervises all corrections officers in assigned area of responsibility.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

All knowledge, abilities and skills at the Corrections Officer level. Knowledge of penal rules, regulations and procedures governing the confinement and release of prisoners.

Ability to enforce regulations with firmness, tact and impartiality.

Sr. Corrections Officer (cont.)

MINIMUM QUALIFICATIONS

Six (6) years experience as a Correctional Officer with Volusia County government and satisfactory completion of 80 hour salary incentive training related to the correctional setting and/or the job of a Corrections Officer. Must successfully complete the *One Minute Manager* component within six (6) months of promotion.

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. Ability to effectuate an arrest with or without resistance.

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

New 10/94
Revised 3/99
Revised 8/04