

CORRECTIONS CAPTAIN

CODES/PAY RANGE

Class Code: 3417

EEO Code: B

Pay Range: 218

MAJOR FUNCTION

Highly responsible work in the supervision of the administrative and program functions for the Department of Corrections.

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.)

All duties as shown in the Lieutenant classification.

Supervises the admissions, control, visiting, safety, and inmate movement activities. Schedules personnel to shifts and overtime. Trains subordinates. Investigates unusual incidents.

May be responsible for overseeing activities in the AFIS, video imagery and internal investigations.

Supervises the general health and welfare of all inmates.

Coordinates transportation for scheduled and unscheduled appointments.

Discharges the responsibilities of the Warden in his absence.

Conducts tours of the facility. Assists in the overall administration of the facility as required.

Assists with disciplinary boards as needed. Evaluates subordinates.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

All knowledge and abilities of the lower level Corrections Officers. Knowledge of the laws, ordinances, rules and regulations governing 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.

(Corrections Captain continued)

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 an emergency. Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Four (4) years continuous service as a Corrections Officer, one (1) year of which must be continuous service at Corrections Lieutenant level with the County.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

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 procedures, rules, laws to real life situations including emergencies. Ability to speak clearly and concisely. Ability to write complex reports, summaries, instructions. Ability to analyze situations for potential infractions, dangers.

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

Physical Demands: Heavy to Very 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.

Revised 7/03
Revised 10/94
Revised 10/00