

CORRECTIONS SERGEANT

CODES/PAY RANGE

Class Code: 3414 EEO Code: D FLSA: NE Pay Range: 326

MAJOR FUNCTION

Responsible supervisory and technical corrections work over multiple housing units during an assigned shift.

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.)

Directs and supervises the activities of multiple housing units and staff of subordinate Corrections Officers.

Keeps their supervisor informed in detail on all work developments to include civil complaints and unusual emergency situations.

Assigns tasks to designated subordinate employees.

Appraises conditions of work performance, procedures, and methods with subordinate officers for conformity and adherence to policy, procedure, rules and regulations within the activity. Takes necessary steps to improve the overall operations.

Assists in the training of personnel.

Provides communications flow between supervisor and subordinate staff.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

All knowledge, abilities and skills of the lower level Corrections Officer.

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 Sergeant 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 emergencies. Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Three (3) years continuous service as a Corrections Officer (including time as a Corrections Officer Trainee) with Volusia County.

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 3/99
Replaces 9/97