

YAKIMA COUNTY
CLASS SPECIFICATION
CLASS TITLE: Corrections Sergeant

DEPARTMENT: Corrections	ACCOUNTABLE TO: Corrections Manager	OVERTIME STATUS: Non-Exempt
JOB SUMMARY:		
Incumbents are responsible for supervising, training, scheduling and making work assignments for jail staff; communicating policies, procedures and job performance expectations; monitoring operations and staff performance; and ensuring that the department and County missions are accomplished within the area of assigned responsibility.		
DISTINGUISHING CHARACTERISTICS:		
		The Corrections Sergeant classification is distinguished from Corrections Officer/Corporal by first-line supervisory duties and by greater administrative independence. Decisions of the Corrections Sergeant require anticipation, identification and analysis of information from a variety of sources, evaluation of situations and a high level of judgment regarding alternative courses of action. The Corrections Sergeant classification is distinguished from the Corrections Manager classification by the Manager's greater responsibility in the areas of hiring, discipline, and program management.
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	
1.	Supervises, observes, and instructs subordinate Corrections staff in the enforcement of jail standards, policies and procedures which protect life and property. Assigns shift work details and projects for completion, and advises staff with difficult or unusual problems. Major areas of activity may include: booking, housing, release and transporting of prisoners; identification processing, records maintenance, court escort activities, and classification of inmates; training development and implementation; security and monitoring of movement within the facility.	
2.	Plans, organizes and effectively utilizes administrative skills to ensure assigned objectives are met. Maintains effective public relations; schedules and monitors a variety of projects and activities simultaneously; speaks and communicates effectively with subordinates and the general public; and evaluates situations and make sound decisions. Assists in developing policies and procedures.	
3.	Supervises the preparation and maintenance of documentation and records. Reviews daily activity and other reports from subordinate Corrections Officers/Corporals; determines course of action; and appropriately channels reports with related recommendations. Prepares summary reports and administrative recommendations.	
4.	Supervises, trains and evaluates the work of Corrections Officers/Corporals and others. Evaluates the effectiveness of specialized work and units. Provides advice and counsel to Corrections Officers/Corporals to ensure effective operations in their assigned areas.	
5.	Coordinates activities with other criminal justice or support agencies. Answers official and public inquiries concerning inmates and general facility procedures in person or over the telephone. Resolves difficult issues and conflicts as needed.	
6.	Supervises the inspection of the jail facilities to assure sanitary, orderly and healthful conditions. Supervises the inspection of inmates to assure the maintenance of desirable standards of cleanliness and health. Determines the need for medical attention and authorizes it when needed.	
7.	Assures that policies, and directives are communicated and understood by subordinate Corrections Officers/ Corporals.	
8.	Performs investigations as necessary, both as part of the disciplinary process and as a result of incident reports. Participates in employee selection and in implementation of discipline.	
9.	Performs other duties as required	

TITLE: Corrections Sergeant

Knowledge of: (position requirements at entry):

Knowledge of:

- Yakima County Corrections Department practices and policies, including State and County laws and standards pertaining to the detention of citizens;
- Methods and practices of leadership and supervision;
- Safety procedures and self defense practices;
- Criminal justice system rules and regulations; and
- Social behavior theories.

Skills (position requirements at entry):

Skill in:

- Giving and following written and oral instructions;
- Assigning work and evaluating results;
- Analyzing situations objectively to determine a proper course of action;
- Applying security regulations and inmate rules;
- Controlling and directing inmates individually and in groups;
- Recognizing problems and resolving conflicts;
- Training staff and monitoring and evaluating staff activities;
- Fostering a team atmosphere and team building while coordinating work activities;
- Using a personal computer and related software applications;
- Keeping records and preparing reports;
- Driving safely and using communications and surveillance equipment;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to give and receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and three or more years of Corrections Officer experience including successful Completion of Designated YCDOC Training Requirements.

Licensing Requirements (position requirements at entry):

- Valid Washington State Driver's License
- Current First Aid Certification and Cardio Pulmonary (CPR) Certification
- Certified Washington State Corrections Officer
- Successful Completion of SWCJTC 1st level supervision certification course as required.

Physical Requirements:

Positions in this class typically require: stooping, reaching, crouching, standing, mobility, fingering, talking, hearing, seeing and repetitive motions.

Incumbent may be subject to travel or exposure to blood, body fluids, workspace restrictions and potentially violent or hostile individuals.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and / or 10 pounds of force constantly to move objects.

History: Revised 6/94; New Draft 1/25/00