



Internal Employment Opportunity

Kittitas County, Washington

POSTED: 4/22/14

CLOSES: 5/6/14

CORRECTIONS CORPORAL

The current vacancy in the Sheriff's Office is a full-time, union, non-exempt position with benefits expected to begin as soon as possible. Any current employee who meets the qualifications stated below may apply.

SALARY RANGE: \$4036 per month

ESSENTIAL FUNCTIONS:

Under the direction of the Sergeant is responsible for supervising the daily operations of a 200+ bed correctional facility

- Enforce and insure compliance with department policies and procedures.
- Insure inmate conflicts are resolved at the lowest possible level.
- Keep the Corrections Sergeant advised on the operating status of the facility on a regular basis.
- Request supplies and materials as needed to operate the Corrections facility.
- Insure the smooth interaction between agencies both local and statewide including troubleshooting conflict issues as they arise.
- Review and inform the Corrections Sergeant of any changes or alterations required for booking acceptance.
- Keep the administrators advised of any emergency situations.
- Insure all safety procedures are followed and preformed especially during emergencies and high-risk situations.
- Keep an open line of communication with the public, making sure they are treated with courtesy and respect at all times.
- Insure staff is using leave properly and instruct or advise them of policy guidelines.
- Read and initial all logs to insure they are being kept current.
- Proof read all reports, makes suggestions or corrections and returns to employee.
- Insure tasks and duties assigned are completed in a timely manner.

Supervise Corrections staff under the direction of the Corrections Sergeant

- Direct training of correction employees.
- Handle personnel issues, conflicts or concerns.
- Participate in evaluating employee job performance and operational abilities and skills.
- Insure the safety of all personnel while performing their tasks at peak stress levels.
- Assign and evaluate duties, tasks and assignments for Corrections staff.
- Coordinate the movement of staff to optimize performance.
- Make sure policies and procedures are followed.
- Take corrective action with staff if needed.
- Document staffs' performance, positive and negative.
- Give clear and concise pass down information at the end of each shift.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
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Schedule and supervise the administration of a working schedule for the Corrections staff on a 12-hour, 28 day alternating shift, from days to nights, covering a 24-hour workday with a minimum staffing requirement of 3 trained personnel

- Receive telephone calls from employees who call in sick for their shift.
- Review the schedule to make sure there is enough coverage for the shift and notify the Sergeant if changes need to be done.
- Notify staff of training to be attended.
- Advise staff of any voluntary or mandatory overtime.
- Follow and adhere to contractual and legal requirements, when assigning over time and special duties.

Supervise and initiate inmate programs and work details

- Coordinate work crew programs with outside agencies.
- Assure all regulations and rules for the inmate work program are being met and adhered to by inmates and agencies involved.
- Insure safety procedures and precautions are being strictly adhered to.
- Supervise trustee appointments and program policies.
- Insure inmate trustee duties are being fulfilled.
- Work closely with Corrections Officers to insure trustees are completing tasks efficiently and in the proper manner.
- Supervise and coordinate the volunteer programs to insure meeting space, schedule and access to approved materials.
- Monitor documentation records for the Alternative Incarceration Program (Work Release).
- Insure compliance with the rules and regulations of the Alternate Incarceration programs.

Remain proficient in performing the duties of a Corrections Officer

- Maintain the safety and security of the facility at all times.
- Insure meals, clothing, medications, and other needed items are distributed at the prescribed times.
- Enforce State, County and department rules, regulations and policies.
- Be proficient in answering phones, operate electronic doors, maintain and keep current all logs including floor logs, court and visitation logs.
- Direct and control movement of personnel, inmates and public.
- Insure the security and safety of maintenance and repair personnel entering the facility.
- Maintain ACCESS certification.
- Be proficient in the operation of the in-house phone system, Spillman, ACCESS, and Swanson computer systems.
- Enter funds received into the Swanson Inmate Trust Fund.
- Receipt and process monies received for bail and program fees in accordance with fiscal policies.
- Maintain inmate files in accordance with division policy.
- Document incidents that occur in the facility, including use of force, threats, harassment, assaults etc.
- Receive, book, fingerprint and take a picture of anyone presented for incarceration by an authorized agency that meets the requirements for booking set by the Sheriff.
- Take, receipt and maintain inmate property.
- House inmates by classification or security issues.
- Ensure welfare checks on the inmates are performed in accordance with division policy.

- Conduct cell searches to remove contraband either nuisance or dangerous, and to insure fire safety and cleanliness of the facility.
- Insure inmates have access to legal material and the law library.
- Insure the inmates have reasonable access to their attorneys and family.
- Insure inmate movement to and from programs in a timely manner.
- Assist and direct inmates to the many resources available to help them.
- Maintain a professional presence even in adversity.
- Insure maintenance problems are noted and fixed.
- Take care of inmate conflict, problems and concerns at the lowest level.
- Insure inmates have access to phones and writing material.
- Insure the inmates have offered to them personal hygiene products and cleaning equipment to maintain a healthy environment.

MINIMUM QUALIFICATIONS:

- Three years of full time Correction Officer experience in a uniformed capacity AND High school diploma or GED equivalent.
- Successfully passed the probation period with Kittitas County Sherriff's Office as a Corrections Officer
- 21 years of age
- U.S. citizenship
- Possess valid driver's license
- Have no record of previous adult felony convictions and/or pattern of misdemeanors
- Pass the Civil Service exam

PREFERRED QUALIFICATIONS:

- Six (6) months continuous, full-time experience holding a supervisory position.

WORKING CONDITIONS:

Work is performed inside and outside the Kittitas County Corrections facility with exposure to inclement weather and unpredictable crisis situations. Position requires considerable walking and working on feet to complete assigned shifts. Persons in this position will be required to work day and night shifts including weekends and holidays as required. Must have the ability to stand and work on feet for 12 hours or longer per shift, strength to lift, pull, push and/or carry up to 50 pounds (possibly more with assistance); vision to read printed materials, a computer screen, and allow installation of equipment in all lighting conditions; hearing and speech to communicate in person or over the telephone; and have the ability to physically restrain combative inmates including utilizing proper hand cuffing techniques. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; Occasional travel may be required outside of the Kittitas County. Must be able to reach with arms, grasp, sit, kneel, stoop, bend, squat, twist, crawl under office furniture, climb a ladder and stairs. Safety rules/regulations must be adhered to at all times, including PPE when necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. **Please note: All applications must be submitted online; paper copies will not be accepted.**