



# *Internal* Employment Opportunity

Kittitas County, Washington

**POSTED: 1/23/15**

**CLOSES: 2/6/15**

## **CORRECTIONS LIEUTENANT**

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:** \$4623 - \$4747 per month

### **ESSENTIAL FUNCTIONS:**

#### **Develops, implements, and coordinates assigned personnel activities and special services**

- Supervises the activities of the assigned personnel. Assures adequate coverage for all shifts
- Monitors workloads and assignments; establishes priorities and schedules to assure work is completed in an efficient and timely manner
- Manages FTO program
- Responsible for the performance of the Corrections division and oversees disciplinary action, as necessary
- Assumes command in serious or sensitive cases or operating problems, evaluates trends and adjust assignments as needed.
- Oversees transport and other needed functions between corrections, courts and patrol
- Organizes and directs all training for assigned personnel
- Observes and evaluates daily/monthly employee performance. Prepares First line Supervisor semi-annual evaluations

#### **Develops and maintains policy and procedures for the corrections facility**

- Insures compliance of policy and procedure as directed by the Sheriff
- Implements directives and general orders from the Sheriff
- Prepares and maintains special and regular reports regarding area of assignment
- Monitors and maintains training records for corrections staff
- Reviews and authorizes annual training for staff
- Analyzes overtime and insures proper use/allocation

#### **Coordinates internal investigations within facility**

- Reviews all complaints within the facility
- Insures internal investigations are assigned and completed in accordance with policy

#### **Develops, implements and coordinates Transportation Program**

- Reviews maintenance program for all vehicles assigned to the corrections facility annually
- Coordinates and authorizes vehicle maintenance requests from staff

Kittitas County is an Equal Opportunity Employer

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- Assists in selection of new transport vehicles and related equipment
- Maintains documentation for all vehicle expenses for State Auditors

**Develops, implements, and coordinates grant applications for various programs**

- Reviews incoming correspondence from various government and state agencies concerning Corrections Programs
- Implements grant program, sets up fund tracking system, inventory tracking system, and work schedules
- Coordinates grant programs, day-to-day and month-to-month personnel deployment to fulfill the grant requirements

**MINIMUM QUALIFICATIONS:**

- Must be a current member of the Kittitas County Sheriff's Office with Seven (7) years experience as a Corrections and/or Commissioned Law Enforcement Officer with at least two (2) of those years as a paid full time Supervisor.

**PREFERRED QUALIFICATIONS:**

- Prior experience in the following areas of a Law Enforcement agency: Administration, Accounting or Corrections Management.
- Documented experience with the Washington BARS Budgeting system, purchasing, inventory, Word, Excel and fiscal management.

**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.**