



Employment Opportunity

Kittitas County, Washington

POSTED: 9/27/2022

CLOSES: 10/11/2022

JAIL CORPORAL *Union Only*

The Kittitas County Civil Service Commission is currently seeking qualified candidates for the position of Jail Corporal with the Kittitas County Sheriff's Office. This is a full-time, non-exempt, benefited, union (Local 760 Corrections Uniformed) position. Any current Kittitas County employee who is a member of Local 760 (Corrections Uniformed) and who meets the qualifications stated below may apply. This listing will close on 10/11/2022.

SALARY RANGE: \$6,171- \$6,420 per month.

ESSENTIAL FUNCTIONS

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

- Enforce and Ensure compliance with department policies and procedures.
- Ensure inmate conflicts are resolved at the lowest possible level.
- Keep the Jail Sergeant advised on the operating status of the facility on a regular basis.
- Request supplies and materials as needed to operate the jail facility.
- Ensure the smooth interaction between agencies both local and statewide including troubleshooting conflict issues as they arise.
- Keep the administrators advised of any emergency situations.
- Ensure 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.
- Proofread all reports, makes suggestions or corrections and returns to employee.
- Ensure tasks and duties assigned are completed in a timely manner.
- Review the schedule to make sure there is enough coverage for the shift and notify the Sergeant if changes need to be done.

Supervise jail staff under the direction of the Jail Sergeant

- Direct training of jail employees.
- Handle personnel issues, conflicts or concerns.
- Participate in evaluating employee job performance and operational abilities and skills.
- Ensure the safety of all personnel while performing their tasks at peak stress levels.
- Assign and evaluate duties, tasks and assignments for jail 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.

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Supervise and initiate inmate programs and work details

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

This job description is a summary of the primary functions and expectations for this position. This position also requires that the candidate remain proficient in performing the duties of a Jail Deputy as outlined in that job description. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- Three (3) years of full time Jail Deputy experience in a uniformed capacity with at least two (2) of those year as a Jail Deputy with Kittitas County.
- Currently working for the Kittitas County Sheriff's Office.
- High school diploma or GED equivalent.
- Successfully passed the probation period with Kittitas County Sherriff's Office as a Jail Deputy.
- 21 years of age.
- U.S. citizen or Lawful Permanent Resident.
- 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

- Completion of pre-supervisory courses.

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 workday and night shifts including weekends and holidays as required. Must have the ability to stand and work on feet for 10 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 clearly 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 safely operate a motor vehicle in any weather or level of daylight. Must be able to reach with

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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.

Reliable attendance and punctuality are required. 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. The following items are required:

1. Kittitas County Employment Application
2. Letter of Interest

Applicants will be notified via email of the upcoming testing date and times.