



## Employment Opportunity

### Kittitas County, Washington

**POSTED: 9/27/2022**

**CLOSES: 10/11/2022**

## **JAIL SERGEANT** *Union Only*

The Kittitas County Civil Service Commission is currently seeking qualified candidates for the position of Jail Sergeant 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:** \$6,742- \$7,014 per month.

### **ESSENTIAL FUNCTIONS**

#### **Responsible for supervising the daily operations of a 200+ bed jail facility**

- Enforce and ensure compliance with department policies and procedures.
- Advise employees in changes of Federal, State and local laws.
- Ensure inmate conflicts are resolved at the lowest possible level.
- Keep the Superintendent/Lieutenant advised of the operating status of the facility on a regular basis.
- Initiate and supervise the compliance of directives from the Superintendent/Lieutenant.
- Request supplies and materials as needed to operate the jail facility.
- Insure the smooth interaction between agencies both local and statewide.
- Resolve conflicts and misunderstanding between agencies.
- Review and inform the Superintendent/Lieutenant of any changes or alterations required for booking acceptance.
- Keep the Superintendent/Lieutenant 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 always treated with courtesy and respect.
- Ensure staff are using leave properly and instruct or advise them of policy guidelines.
- Proofread all reports and make suggestions and corrections and return to employee.
- Ensure tasks and duties assigned are completed in a timely manner.

#### **Supervise jail staff under the direction of the Lieutenant.**

- Direct training of jail employees.
- Manages FTO program
- Handle personnel issues, conflicts or concerns.
- Observe and evaluate daily/monthly employee performance. Prepare jail staff monthly and annual evaluations as needed.
- 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.

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(509) 962-7082 • FAX (509) 962-7083 • [civilservice@co.kittitas.wa.us](mailto:civilservice@co.kittitas.wa.us) • [www.co.kittitas.wa.us](http://www.co.kittitas.wa.us)

- Make sure policies and procedures are followed.
- Take corrective action with staff if needed.
- Document staffs' performance, positive and negative.

**Schedule and supervise the administration of a working schedule for the Corrections staff covering a 24-hour workday meeting the necessary staffing requirements as required for the operations of the facility.**

- Review for approval or denial all annual Leave requests submitted by employees.
- Review for approval or denial all compensatory leave requests submitted by employees.
- Review for approval or denial all sick leave requests submitted by employees.
- Review for approval or denial all other requests for leave, (i.e.; bereavement leave, maternity leave, etc.).
- Ensure when leave is approved the time period involved has the minimum number of trained staff on duty.
- Arrange for staff to alternate times scheduled to compensate for minimum staffing shortages.
- Maintain and evaluate a record of all leaves taken to insure the proper usage of leaves other than annual or compensatory requests.
- Schedule and notify staff of training to be attended.
- Adjust schedule to compensate for personnel shortages due to training leaves approved or required.
- Advise staff of any voluntary or mandatory overtime.
- Follow and adhere to contractual and legal requirements, when assigning over time and special duties.

*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 and a Jail Corporal as outlined in those specific job descriptions. Additional department-related duties may be assigned as required.*

**MINIMUM QUALIFICATIONS**

- Five (5) years of service with the Kittitas County Sheriff's Office in a uniformed capacity.
- High school graduation or equivalent.
- 21 years of age.
- U.S. citizen or Lawful Permanent Resident.
- Possess valid Washington driver's license.
- Have no record of previous adult felony convictions and/or pattern of misdemeanors.
- Pass the Civil Service exam.

**WORKING CONDITIONS**

Work is performed inside and outside the Kittitas County Corrections facility with exposure to inclement weather and unpredictable crisis situations. Must be able to maintain a calm demeanor during crisis or emergency situation. 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 clearly in person or over the telephone; and have the ability to physically restrain combative inmates including utilizing proper hand cuffing techniques. Administrative duties require 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 arms, grasp, sit, kneel, stoop, bend, squat, twist, crawl under office furniture, climb a ladder and stairs.

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Safety rules/regulations must be adhered to at all times, including proper lifting/carrying techniques and use of 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.**