

## Champaign County Job Description

**Job Title:** Sergeant - Corrections

**Department:** Sheriff

**Reports To:** Lieutenant

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - FOP Sergeant-Corrections

**Prepared Date:** May, 2017

**SUMMARY** Supervises and performs security operations in County Correctional Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs as overall supervisor during an assigned shift.

Conducts briefings at the start of each shift to inform subordinates of pertinent facts or resident incidents which might affect shift work.

Assigns staff among duty posts to ensure that all areas of the center are properly secured

Conducts inspections of cell blocks to determine possible problems such as inmate illness or possession of contraband.

Investigates resident incidents, determining causes and resolving problems in accordance with established policies and procedures.

Ensures that daily activities such as sick calls and recreation periods are completed.

Ensures that inmates are taken for scheduled medical and dental appointments and court appearances.

Assists subordinates sharing the shift by answering inquiries regarding established policies and procedures.

Surveys the facility in order to monitor security maintenance and to determine need for janitorial services.

Assumes responsibility for duty posts in the absence of subordinates and reviews shift reports from all officers.

Ensures that the correctional facility operates efficiently and with maximum safety.

Maintains contacts with law enforcement agencies such as the State's Attorney's Office and area police departments to exchange information.

**SUPERVISORY RESPONSIBILITIES** Directly supervises 10 to 15 deputies. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include training employees; planning, assigning, and directing work; appraising performance; recommending rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED); or equivalent combination of training and experience. Must meet all criteria for the rank of Sergeant, preferably with at least three years of related law enforcement. Requires working knowledge of Correctional Officer rules and regulations.

**LANGUAGE SKILLS** Ability to read and interpret documents such as jail regulations, operating instructions, legal documents and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before the public or employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in unusual situations. Ability to work in stressful situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Driver's License required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; and talk; or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Jail facility with some exposure to physical concern. The noise level in the work environment is usually moderate.

**Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within the job class. "Essential functions" are to be determined at the position or job level within each department.**