

CORRECTION OFFICER SUPERVISOR I

NATURE OF WORK IN THIS CLASS:

This is supervisory correctional work involving the custody and rehabilitation of inmates, or the performance of a special assignment of comparable responsibility.

Employees in this class supervise a complement of correctional officers or serves as a special duty officer in command of an area or function of the institution.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises a complement of correctional officers on an assigned shift.

Serves as a special assignment officer; maintains records and prepares reports related to the execution of assignments.

Makes frequent inspections to ensure that all posts are properly covered and that all officers are alert.

Assists in supervising inmate counts; assists in supervising the custodial coverage of all educational, recreational, and work programs.

Makes frequent reports on both inmates and officers and reviews officer's reports on inmate and inmate activity.

Trains subordinate correction officers.

Recommends disciplinary action; may sit on disciplinary boards.

Conducts "shake-downs"; inspects and examines all articles entering section to guard against entry of contraband and weapons.

May assume command in the absence of a higher level correction officer for an assigned shift.

May act as chief dispatcher, using P.A. system, intercommunication system and radio; dispatches officers to assigned details.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the methods and techniques of maintaining order and discipline.
- Knowledge of institutional policies, rules and regulations.
- Ability to supervise the work of others.
- Ability to control, direct, and instruct individually and in groups.
- Ability to enforce institutional rules and regulations with firmness, tact and impartiality.
- Ability to make decisions in accordance with appropriate guidelines.
- Ability to rate conduct and productivity of inmates accurately and impartially.
- Ability to think and act quickly and calmly in emergencies.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Skill in the use of firearms and physical defense techniques.

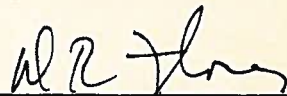
MINIMUM EXPERIENCE AND TRAINING:

- (a) Three years of experience as a correction officer and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission