

Job Title: Corrections Lieutenant

Department: Sheriff's Office
Immediate Supervisor: Jail Administrator

BRIEF DESCRIPTION OF THE JOB: Supervises and coordinates the activities of employees. Responsible for the security of facility and inmates.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Supervises employees by assigning work duties, observing daily work performance, conducting performance evaluations, reviewing reports and paperwork, maintaining personnel records, providing training and assisting employees in solving problems.	30%	L
2) Manages records and reports by consolidating shift paperwork for distribution, processing and reviewing inmate disciplinary reports and monitoring personnel time off and timesheets.	30%	S
3) Maintains facility by performing inspections, preparing maintenance and housekeeping requests and purchasing supplies.	20%	M
4) Evaluates grievances from inmates and personnel by conducting investigations, reviewing offense reports, conducting interviews, settling disputes, ensuring inmates' needs are met and providing information requested by the general public.	20%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Observing activities in facility
Sitting	F	Desk work, meetings
Walking	F	Around facility
Lifting	O	Files and supplies
Carrying	O	Files and supplies
Pulling	O	Doors
Pushing	O	Doors
Using Fine Dexterity	F	Computer keyboard
Reaching	F	For supplies
Kneeling	O	During inspections
Crawling	N	
Twisting	N	
Climbing	F	Stairs
Balancing	R	During cell searches
Seeing	C	Reading, computer screen, observing activities
Hearing	C	Communicating with personnel and general public and on telephone
Talking	C	Communicating with personnel and general public and on telephone
Using Foot Controls	F	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, telephone, radio, vehicle, keys, handcuffs, leg irons, control panels, fire hose, flashlight, dolly, cart, cameras, pager, cell phone

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	Y	Extreme Temperatures	Y	Noise and Vibration	M
Fumes and Odors	M	Wetness/Humidity	Y	Darkness or Poor Lighting	Y

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	M	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors	X	Other: Jail Facilities	

Protective Equipment Required:

Gloves, face mask, SCBA, shields, helmet, safety pads, protective mouth piece

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	F	Emergency Situations	O
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	O	Noisy/Distracting Environment	O

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one years of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Over five years up to and including six years experience is required.

Certifications and Other Requirements:

Basic Peace Officer's License

Correctional Officer License

First Aid/CPR Certification

Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.