

## Job Title: Corrections Sergeant

**Department:** Sheriff's Office  
**Immediate Supervisor:** Jailer Lieutenant

**BRIEF DESCRIPTION OF THE JOB:** Supervises shift personnel and the security of the jail facility. Performs various administrative duties as assigned and maintains facility.

**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 personnel by assigning work duties and schedules, reviewing and maintaining shift reports, providing training, conducting briefings and providing counseling.	40%	L
2) Supervises jail facility by conducting security checks, investigating inmate disturbances, directing inmate and cell searches, providing guidance in emergency situations and writing activity reports.	40%	L
3) Performs administrative duties by maintaining records and custodial accounts, managing various service contracts, assisting with updating policies and procedures, distributing mail, preparing various reports and completing special duties as assigned.	20%	L
<b><u>Physical Strength Column:</u>    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</b>		

**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.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	F	Observing activities, security checks
Sitting	F	Desk work
Walking	F	Around facility
Lifting	O	Supplies, books
Carrying	O	Supplies
Pulling	O	Doors, food carts
Pushing	O	Doors, food carts
Using Fine Dexterity	F	Computer keyboard
Reaching	F	For files and supplies
Kneeling	O	Cell searches
Crawling	R	Cell searches
Twisting	R	Cell searches
Climbing	R	Stairs, cell searches
Balancing	R	Cell searches
Seeing	C	Reading, computer screen, observing activities
Hearing	C	Communicating with personnel and inmates
Talking	F	Communicating with personnel and inmates
Using Foot Controls	N	

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, keys, handcuffs, leg irons, control panels, fire hoses, SCBA, flashlight, dolly, carts, adding machine, typewriter, copier, fax machine, telephone, radio

**Environmental Factors:**

Exposure to and frequency:

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

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

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	Y	Chemical Hazards	Y	Electrical Hazards	Y
Fire Hazards	Y	Explosives	N	Communicable Diseases	M
Physical Danger or Abuse	M	Other (specify)			

<b>PRIMARY WORK LOCATION</b>					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other: Jail Facility	

**Protective Equipment Required:**

Helmet, face shield, gloves, masks, protective mouth piece, firearm, body armor, safety pads

**Non-physical Demands:**

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

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

## **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 one year up to and including two years experience is required.

### **Certifications and Other Requirements:**

First Aid/CPR Certification

Jailer's License

Basic Peace Officer's License

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.