

COUNTY OF CARBON
UNION JOB ANNOUNCEMENT

BULLETIN A

POST DATE: January 5, 2022

APPLICATION DEADLINE DATE: January 18, 2022.

Applications to be filed with *Warden – Carbon County Correctional Facility*

POSITION: Sergeant – Carbon County Correctional Facility

RATE OF PAY: \$23.57 per hour +\$1.00 shift differential for 3p-11p & 11p- 7a shifts

HOURS WORKED: 8 hours per day; 5 days per week – Days and Shifts to be determined.

OVERALL OBJECTIVE OF JOB:

To supervise Correctional Officers assigned to a particular shift, and to assist the Warden with the overall care, custody and control of the inmate population at the County Prison.

QUALIFICATIONS:

High school diploma or equivalent, Associate or Bachelor degree preferred. CPR and first aid training. 3 years' experience as a Corrections Officer or in law enforcement, preferable in judicial or corrections department, plus some experience in coordination of programs.

ESSENTIAL FUNCTIONS OF JOB:

1. Oversees and supervises the personnel and general operations of an assigned shift to ensure sound security.
2. Conducts group or one-on-one instruction of staff on various prison policies, procedures and methods.
3. Prepares duty assignments of assigned shift and issues work assignments.
4. Ensures the care and custody of inmates and staff.
5. Supervises inmates and follows established procedure or otherwise prudently acts in crisis intervention and prevention as necessary.
6. Completes the necessary documentation and confidential records of inmates and staff.
7. Conducts inspection to insure the officers are alert and diligent in the performance of their duties. Assists with unruly inmates.
8. Interacts daily with internal and external departments, agencies and the general public.
9. Completes and submits incident and personnel reports, and investigates disturbances, assaults, fights, etc.
10. Receives and processes employee first step grievances for resolution or forwards to next level.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess the ability to function independently, have flexibility and the ability to work effectively with inmates, employees, co-workers and staff of other agencies.
5. Must possess ability to maintain confidentiality in regard to inmate information and records and employee information.
6. Must possess a valid PA Driver's License.
7. Must possess the ability to make independent decisions based upon knowledge of available resources to correctly address a given situation.
8. Must have a working knowledge of the principles and practices of investigation, social casework and methods of group organization.
9. Must possess ability to practice effective time management skills.
10. Must possess ability to physically defend self and others.
11. Must possess knowledge and ability to practice first aid and CPR.
12. Must possess knowledge and understanding of individual and group behavior of inmates.
13. Must possess the ability to supervise subordinate employees in the performance of their duties.
14. Must possess the ability to react quickly in emergency situations.

WORKING CONDITIONS:

1. Works indoors with adequate lighting, ventilation and temperatures, but with limited office space.
2. Works indoors with above average exposure to noise, stress, but with frequent disruptions.
3. Normal indoor exposure to dust/dirt.
4. Works daily with potentially volatile, hostile or aggressive inmates.
5. Works with general public and other criminal justice agencies.
6. Subject to working on as-needed basis.

PHYSICAL REQUIREMENTS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to adjust to frequent sitting, walking and occasional twisting, bending, reaching, climbing, pulling and pushing required for doing job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs and torso.
4. Must demonstrate emotional stability.
5. Must be able to cope with physical and mental stress of position.
6. Must be able to physically and mentally react quickly in the event of a disturbance or other problems within the prison.
7. Must be able to pay close attention to details and concentrate on work.
8. Light work with occasional lifting/carrying of objects with a maximum weight of twenty pounds.
9. Must attempt to qualify with a weapon for transport reasons.

AN EQUAL OPPORTUNITY EMPLOYER