

City of Seward Job Description



Job Title: Correctional Officer

Range:	R11-13, Progressive	Salary:	\$18.47/hour
Department:	Police	Approved by:	Chief Clemons
Reports to:	Correctional Sergeant Police Lieutenant, Chief of Police	Date:	March 2015
Position:	Regular, Full-Time		

Summary:

This position is responsible for inmate booking, detention and security work at the city's detention facility.

Essential Duties and Responsibilities:

Enforces jail rules and regulations pertaining to the processing of inmates into and out of the Seward Community Jail.

Maintains the security and cleanliness of the facility. Provides for the well-being of inmates.

Escorts inmates to and from court as needed.

Maintains and updates records necessary for processing incoming and outgoing inmates.

Supervises daily activities of inmates while maintaining the security of the facility.

Must have ability, under reasonable conditions, to respond to Police Department within 20 minutes.

Must be able to work shifts, holidays, and weekends.

Possess basic computer skills.

Performs other related duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Employee

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Personnel Officer

City Manager

Qualification Requirements:

Will be required to pass the selection process' written exam, extensive medical, and psychological, examinations in addition to a background investigation. Those standards applied for selections shall be not less than the Basic Standards for Municipal Correctional Officer established by the Alaska Police Standards Council. A drug test must be passed before employment.

Possession of or ability to obtain a valid State of Alaska driver's license.

Must be 19 years of age.

Education and/or Experience:

A high school diploma or general education degree (GED).

Required to obtain, within 18 months from date of hire, an Alaska Police Standard Council Certificate for Corrections Officers.

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from supervisors, clients, customers and the general public.

Mathematical Skills:

Considerable knowledge of the record keeping procedures required in the operation of a detention and sentencing facility and skill in the analysis and interpretation of the procedures. Ability to do basic bookkeeping.

Ability to add, subtract, multiply in all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, facts and draw valid conclusions. Ability to establish and maintain effective working relationships with other department personnel.

Other Skills and Abilities:

Ability to follow orders and policies both written and verbal; ability to deal with the public in a respectful and courteous manner. Basic knowledge of state statutes relating to the operation of jails and the rights of prisoners. Basic knowledge of police procedures, rights of citizens, court procedures and criminal codes.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must meet Alaska Police Standards Council physical requirements.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Public Relations:

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Progressive Development Plan:

Each year on the employee's anniversary date, the employee will be evaluated on not only their performance, but also on professional development. The Chief of Police shall determine if the employee has received the required training, experience and education to advance from range 11 to range 12 and then from range 12 to range 13, remaining at the same step. After the employee reaches a range 13, the employee shall remain at that range and receive annual step increases, if earned, in the regular sequence.

To progress to a range 12 requires the employee to have; spent at least one year in this position or position with a comparable job description with above satisfactory knowledge and execution of the essential duties and responsibilities outlined herein, maintained all required certifications, completed correctional academy and obtained basic certification from APSC, and make sure all certifications are current. Examples include; CPR, First Aid, Defensive Tactics, O.C., Taser.

To progress to a range 13 requires, in conjunction with prior advancement requirements, the employee to have; spent at least one additional year in this position or position with a comparable job description with above satisfactory knowledge and execution of the essential duties and responsibilities outlined herein, successfully completed National Sheriffs Assoc. Jail Officers Correspondence Training Program, and completed a minimum of 120 hours of Alaska Police Standards Council certified continued education training in support of municipal correctional officer requirements.

If, at the time of evaluation, it is determined that the employee will not advance to a progressive range, but has shown satisfactory or above performance, he/she may be granted the regular one step merit increase.

If, at the time of evaluation, it is determined that the employee will advance to a progressive range they will not be eligible for the regular one step merit increase.

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