

YAKIMA COUNTY POSITION DESCRIPTION

TITLE: Corrections Corporal

DEPARTMENT: Corrections	ACCOUNTABLE TO: Corrections Sergeant or Higher Authority	OVERTIME STATUS: Non-Exempt
JOB SUMMARY: Incumbents are responsible, within their assigned areas and scope of responsibility for ensuring that the department and County missions are accomplished; for providing leadership, supervision, quality assurance, and general oversight of designated correctional functions and resources; and for assisting in the development, implementation and evaluation of designated correction services and work.		
DISTINGUISHING CHARACTERISTICS: The Corrections Corporal positions involve assignment of lead/specialist work within the Correctional Officer classification. Incumbents serve as a link between the Corrections Officers and the supervising Corrections Sergeant or Manager. Work of the position is distinguished by responsibility for performance of duties designed to ensure operational quality control and by functional supervision of resources within an assigned area of a Corrections Division.		
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	
1.	Ensures quality control through functional supervision of the resources within an assigned area of a Corrections Division.	
2.	Assists in assigning, reviewing and coordinating work activities. Oversees activities and keeps supervisors informed of progress, potentially controversial matters or far-reaching implications.	
3.	Assists in maintaining operational quality control through inmate control activities such as visual checks, monitoring activities, searches, and use of physical force when necessary. Inspects records and observes staff practices to assure maintenance of required security standards.	
4.	Assists in the briefing and debriefing of staff, giving direction and assistance as necessary. Provides leadership and training to staff in work procedures and practices.	
5.	Coordinates activities with department supervisors and others by determining whom to contact and for what purpose. Answers official and public inquiries concerning inmates and general facility procedures in person or over the telephone.	
6.	Performs regular Corrections Officer duties such as: intake, release and transfer of inmates, monitoring of inmate visitations, issuing of materials to inmates and ensuring the receipt, security, safe return, and recording of inmate property.	
7.	Resolves conflicts in coordination with a designated supervisor and ensures follow-up action with higher level supervisors as needed.	
8.	Maintains and prepares documentation and records. Reviews staff reports and checks them for accuracy and neatness. May prepare reports and submit recommendations to improve operations.	
9.	Performs investigations as necessary, both as part of the disciplinary process and as a result of incident reports.	
10.	Plans and supervises the work of others; maintains effective public relations; schedules and monitors a variety of projects and activities simultaneously; speaks and communicates effectively with subordinates and the general public; evaluates situations and make sound decisions.	
11.	Performs other duties as required	

Knowledge of: (position requirements at entry):
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Knowledge of:

- Yakima County Corrections Department practices and policies, including State and County laws and standards pertaining to the detention of citizens;
- Methods and practices of leadership;
- Safety procedures;
- Self defense practices;
- Criminal justice system rules and regulations; and
- Social behavior theories.

Skills (position requirements at entry):

Skill in:

- Following written and oral instructions;
- Applying security regulations and inmate rules;
- Controlling and directing inmates individually and in groups;
- Recognizing problems and resolving conflicts;
- Training staff and monitoring and evaluating staff activities;
- Fostering a team atmosphere and team building while coordinating work activities;
- Using a personal computer and related software applications;
- Keeping records and preparing reports;
- Driving safely and using communications and surveillance equipment;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and three or more years of Corrections Officer experience with the Yakima County Department of Corrections including successful Completion of Designated YCDOC Training Requirements.

Licensing Requirements (position requirements at entry):

- Valid Washington State Driver's License
- Current First Aid Certification and Cardio Pulmonary (CPR) Certification
- Certified Washington State Corrections Officer
- Successful Completion of SWCJTC 1st level supervision certification course as required.

Physical Requirements:

Positions in this class typically require: stooping, reaching, crouching, standing, mobility, fingering, talking, hearing, seeing and repetitive motions.

Incumbent may be subject to travel or exposure to blood, body fluids, workspace restrictions and potentially violent or hostile individuals.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and / or 10 pounds of force constantly to move objects.

History:

Draft 12/29/99: Revised HR Draft 1/6/00 and additional department input.