

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV39003
Job Class Code:	660	Salary Schedule:	ASRCORR/ACO
EEO Category:	04	Grade:	16/01
Workers Comp Code:	7720		
Job Code Established:	03/02/92	Effective Date:	03/02/92
Job Code Revised:	11/06/00	Effective Date:	11/06/00
Job Code Revised:	07/03/04	Effective Date:	07/03/04

JOB CODE SERIES: Public Protection and Public Order

JOB CODE TITLE: CORRECTIONAL OFFICER II

HRIS TITLE: CORRL OFFICER II

CHARACTERISTICS OF THE JOB CODE: Works under close supervision from a higher authority. Has the authority to properly exercise the delegated authority of the assignment (post); immediately notify superiors of any emergency or incident and implement proper controls. Performs duties in a variety of assignments providing and maintaining the security, order and discipline of inmate populations; provides paraprofessional counseling to defuse situations and further the inmates' rehabilitative programs. Work product consists of all security and discipline measures provided and maintained for an institution, as prescribed; other staff and the inmates; required reports prepared and submitted. Responsible for performing all duties for any assignment (post) in a timely and professional manner; assuring all prescribed security, order and discipline duties are properly accomplished; maintaining self, uniform and assigned equipment in a professional and prescribed condition.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Performs duties and exercises delegated responsibility and authority providing security, order, and discipline of inmates in a variety of assignments (posts) within or outside an adult institution. Performs duties and exercises delegated responsibility and authority providing security and order in a non-institutional setting. Controls inmates who become unruly or lose self-control; applies appropriate disciplinary measures; prepares reports of incidents. Participates as a member of a specialized team to control and secure inmates during riots or other unusual disturbances. Inspects cells and other living quarters of inmates for cleanliness and sanitation; searches for contraband and confiscates when found; as prescribed, writes reports of incidents; exercises appropriate measures of discipline. Counts inmates entering and leaving specified areas as a security and control check. Uses portable or stationary two way radios to communicate with other officers and staff, or other institutions; uses prescribed communication codes. Writes incident and other required reports in the prescribed format and in a timely manner. Maintains proficiency with weapons and other related defense and control equipment. Performs strip searches and pat searches of inmates when searching for drugs or other contrabands. Transports inmates to various sites outside an institution; provides security, order, and discipline. Inspects mail and parcels addressed to inmates, checking for contraband; confiscates and controls, prepares and submits reports. Provides security and control of inmates' visitation areas; instructs visitors in the rules, regulations, and procedures governing visits; searches parcels and confiscates contraband. Checks security of facilities, alert for fire or other dangers or for inmates who may have encountered an emergency health problem; alerts proper response team; assists in controlling. Provides paraprofessional counseling or crisis intervention to inmates to defuse a situation or assist in rehabilitative programs; writes reports and notifies treatment team staff. Attends staff meetings of unit.

WORK CONDITIONS: Shift work; exposure to hazards associated with duties maintaining security and discipline of inmates in or outside an institution.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Federal, State and agency laws, rules, regulations, policies and procedures governing security, order, discipline and due process of inmates; methods, techniques and practices of security procedures, order and discipline as applied to inmates; portable and stationary, two-way radio systems used to communicate inside an institution or the network with other institutions; inmates' vernacular (language) used; methods, techniques and practices of the paraprofessional counseling for inmates; use of self-defense and use of weapons and related defense and control equipment; policies and procedures of a correctional work setting.

Skill/Ability to: applying Federal, State and agency laws, rules, regulations, policies and procedures governing the duties; establishing and maintaining prescribed security, order and discipline measures; using the radio systems and communication codes; understanding the inmates' vernacular (language); self-defense and use of weapons and other defense and control equipment; paraprofessional counseling and crisis interventions with inmates; basic first aid measures, and use of devices for self-protection from serious health disorders; verbal and written communications as required by the duties and assignments in a correctional setting; interpersonal relationships within a correctional setting; maintaining a calm and even temperament during emergency situations; work all shifts and posts; maintain a current and valid Arizona driver's license; and maintain a safe driving record.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be: Graduation from a Correctional Officers Training Academy (COTA). Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted. Special Selection Factors: Some positions require a medical/physical evaluation, psychological examination and pre-employment drug screening and undergo a background investigation prior to appointment. A current Arizona driver's license appropriate to the assignment is required at the time of appointment. Probationary period lasts twelve (12) months.