

**STATE OF ARIZONA JOB CODE SPECIFICATION**

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV39004</b>
<b>Job Class Code:</b>	<b>660</b>	<b>Salary Schedule:</b>	<b>ASRCORR</b>
<b>EEO Category:</b>	<b>04</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>7720</b>		
<b>Job Code Established:</b>	<b>03/02/92</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>11/06/00</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>11/14/05</b>	<b>Effective Date:</b>	<b>01/01/06</b>

**JUB CODE SERIES:** Public Protection and Public Order

**JOB CODE TITLE:** CORRECTIONAL SERGEANT

**HRIS TITLE:** CORRL SERGEANT

**CHARACTERISTICS OF THE JOB CODE:** Works under general supervision from higher authority. Has the authority to assign/reassign staff to maintain prescribed security, order and discipline during a designated shift; train and evaluate staff and prepare and submit reports of recommendations. Supervises a designated shift of Correctional Officers II's in an adult institution; assigns/reassigns staff; inspects areas for safety of staff and use of vehicles; serves as coordinator/monitor of inmate discipline; as required, conducts preliminary investigations of incidents and notifies officials; or performs a variety of duties, administrative in nature within a specialized area, requiring technical skills in a specific field of expertise such as: in the Recruiting Unit for Selection and Hiring; Correctional Officer Training Academy, etc. Work product consists of Security, order and discipline maintained for an adult institution; assigned staff trained and functioning; reports of activities and incidents prepared and submitted; administrative tasks completed. Responsible for the timely and effective placement of staff to maintain the prescribed security, order and discipline for an adult institution; the training and evaluation of staff; assuring the staff applies proper rehabilitative objectives for inmates.

**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 supervising a shift of Correctional Officer II's providing security, order, and discipline of inmates in a variety of assignments within or outside an adult institution. Devises a work schedule for staff on a periodic basis. Resolves technical or work procedure problems and questions presented by staff. Conducts inspections of duty sites to determine any problems or potential hazards to staff; alerts staff and assures proper corrective actions are taken on an unscheduled basis. Maintains logs or records of inmates entering or leaving a specified area; alerts authorities when discrepancies of counts occur. Attends and contributes as an active member of interdisciplinary team. Uses hand held or stationary radio systems to communicate internally, or by network with other institutions and law enforcement officials. Receives essential information at beginning of shift; holds briefing of staff, answers questions, and resolves problems. Writes summary reports following each shift of duty.

Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken and making decisions. Writes preliminary investigative reports of incidents involving staff and/or inmates; assists official investigative teams by securing area and maintaining security and order. Attends meetings relating to inmates' care and treatment; gives and receives information, participates in problem solving and decision making; assures that subordinate staff are made aware of information. Provides paraprofessional counseling or crisis intervention to inmates and staff to defuse a situation or assist in rehabilitative programs; writes reports and notifies treatment staff and officials. May perform a variety of administrative duties requiring technical skills in a specific field of expertise. Attends unit staff meetings as chairperson; directs discussions, explains, listens, guides problem solving processes, resolves conflicts; participates in decision-making. Performs related work as required.

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

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge of:** Federal, State and agency laws, rules, regulations, policies, procedures and due process governing the security, order and discipline of inmates; principles and practices of supervision, work leadership and training; methods, techniques and practices of maintaining the security, order and discipline of staff and inmates; methods and techniques of self-defense, and use of weapons and related defense/control equipment; vernacular used by inmates; methods, techniques and practices of the paraprofessional counseling for inmates; portable and stationary, two-way radio networks used to communicate inside an institution or with other institutions; methods and techniques of performing administrative work appropriate to the assignment.

**Skill in/Ability to:** applying and interpreting Federal, State and agency laws, rules, regulations, policies and procedures governing the security, order and discipline of inmates; applying the methods and techniques of supervision; determining staff assignments for prescribed security and order; training staff in the proper methods of security, use of force and paraprofessional counseling; interpreting the vernacular used by inmates; training in the proper use of weapons and related defense and control equipment; 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; performing the administrative work activities appropriate to the assignment.

KSAs are typically obtained through experience and/or education in:

- Two years of experience as a Correctional Officer II in the Arizona Department of Corrections.

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, 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.