

CITY OF TOPPENISH
Class Specification

Title:	Corrections Officer	Department:	Police
FLSA Status:	Non-exempt	Reports To:	Police Chief
		Effective Date:	December 1, 2015

General Summary

Perform a variety of duties in support of law enforcement activities. Support inmate care including booking and releasing, prisoner transportation, court security, supervision of work crews, ordering and maintaining food and other supplies, maintaining jail records and reports, etc. Perform maintenance on building facilities, firing range, equipment, and vehicles. Report to a supervisory level position.

Essential Functions/Major Responsibilities

Provide a variety of care and support to inmates from booking through release.

Supervise work crews.

Perform maintenance and repair to building facilities, firing range, equipment and vehicles.

Maintain and repair radio and communications equipment.

Order and maintain food, cleaning supplies, and equipment departmental facilities.

Provide security to the court.

Create and maintain jail reports.

Book and release inmates.

Transport prisoners.

Secondary Functions

Maintain firing range.

Operate CAD.

Operate computer booking system.

Provide parking control.

Perform other related duties as assigned.

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Job Scope

Position encounters recurring work situations with occasional variations from the norm. Job involves a moderate degree of complexity or difficulty due to the varying number of jobs assigned. Operate from established and well-known procedures. Receive moderate supervision. Work is normally checked or verified by the Police Chief or supervisor. Errors in work or judgment could cause injury to others or liability to the City.

Supervisory Responsibilities

Job is not supervisory in nature.

Interpersonal Contacts

Contacts are normally made with others both inside and outside the City organization. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Contacts are usually made on own initiative. Majority of contacts are made verbally and are face-to-face. Most contacts are with others who are City customers.

Specific Job Skills

Possess a strong knowledge of building and vehicle maintenance and repair processes and techniques. Possess knowledge and/or experience concerning the operations of a correctional facility. Possess knowledge of personal computers. Possess strong interpersonal skills, the ability to use discretion in all contacts and the capacity for teamwork. Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment. Physical activities require restraining inmates, sitting, talking, reaching, hearing, seeing, handling, grasping, repetitive motions of hand/wrists, keyboarding and walking. Ability to lift and or carry up to twenty (20) pounds.

Education and/or Experience

Position requires a high school level education or equivalent and a minimum of two to four years maintenance and jail administration experience. Experience in maintaining building facilities and vehicles is required. Familiarity with law enforcement techniques, policies, and procedures is a plus.

Job Conditions

Position requires substantial overtime and evening meetings. Position encounters potentially dangerous/hazardous situations in working with inmates. Position requires constant standing.

APPROVED:



Lance Hoyt, City Manager