

# **CORRECTIONS SERGEANT**

## **JOB PURPOSE AND SUMMARY**

Supervises Corrections Deputies in the operation of the Clark County jail and affiliated programs. Trains, schedules and makes work assignments to jail staff. Determines or communicates policies, procedures and job performance expectations and monitors operation of all jail programs and staff performance. Performs a variety of administrative functions in addition to supervisory duties and participates in the formulation and operation of jail programs and policies.

## **CLASSIFICATION DISTINCTIONS**

Corrections Sergeant is a first-level supervisor classification. Authority and responsibility is generally at the level of a lead supervisor. Sergeants may also perform a variety of administrative functions.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Train and supervise regular and temporary members of the jail staff, assigning work details and projects for completion on all shifts
- Monitors performance and takes corrective measures as necessary
- Counsels employees on job performance and employee conduct issues and problems
- Supervise the processing of incoming inmates and completes release procedures, books, fingerprints, photographs, and transports inmates
- Administer inmate routine and maintain order, conduct inspections of all areas of the jail and observe and recommend changes of security practices
- Oversee inmate meal delivery and post-meal clean up
- Determines when individual inmates are to be isolated or selected as trustees
- Inspects inmates for cleanliness and health, and authorizes medical and dental as deemed necessary
- Inspects all areas of the jail to assure sanitary, orderly, and healthy conditions are in keeping with standards
- Maintain equipment and supplies, and accurate inventory records
- Performs related duties as assigned

## **QUALIFICATIONS**

United States Citizenship or Lawful Permanent Resident required.

Three (3) years of Corrections Deputy experience with Clark County and/or comparable Corrections Deputy experience with a similar government agency to the Clark County Sheriff's Department; AND be currently employed in the Corrections Branch and have successfully completed probation as a Clark County Sheriff's Corrections Deputy.

**Knowledge of:** principles and practices of law enforcement; federal, state, and local laws, codes and regulations; modern principles and practices of corrections and criminal incarceration; court rules, legal procedures and statutory requirements for processing offenders, crimes and sentences; legal and human rights of offenders; principles and practices of supervision and training; various equipment typically used; basic writing formats to include spelling, punctuation, and grammar.

**Ability to:** supervise; effectively analyze, interpret and apply policies and procedures; organize motive, direct and train others; interpret and apply federal, state, and local laws and regulations; communicate clearly and concisely, both orally and in writing; multi-task and meet deadlines; establish and maintain effective supervisory relationships with those contacted in the course of work including inmates, other members of the staff, subordinates, and the general public; demonstrate strong judgment skills; exert physical restraint of disorderly inmates; act quickly and effectively in emergencies; and provide basic record keeping.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

Incumbents primarily work in a jail environment, occasionally escort inmates to court or appointments, and occasionally work in an office setting. The majority of the time is spent in the jail facility, where incumbents must respond to emergencies presenting physical risks from various sources including violent suspects/inmates, variety of potential weapons, noise, chemicals, bodily secretions, and other potential situations/dangers typical to jail settings. Incumbents must be able to wear protective equipment as required by the department. Additionally, incumbents are expected to manage face-to-face interactions and confrontations with any, hostile, depressed and/or otherwise emotionally distraught suspects/inmates. Corrections Deputies work shifts, overtime, holidays and weekends, and are required to respond to emergencies.

Essential tasks include use of equipment associated with a jail environment in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment. In addition to sitting, walking, standing, bending, carrying of light items, an incumbent must be able to run, subdue, and restrain individuals within and out of the jail facility. Incumbents are required to drive a vehicle: to off-site training facilities, seminars, academies, or in the transport of inmates to appointments.