

CORRECTIONS LIEUTENANT

JOB CODE: 4206 / 4207
DEPARTMENT: Tioga County Sheriff's Office
CLASSIFICATION: Competitive
SALARY GRADE: National Correctional Employees Union
ADOPTED: 7/20/05; Reviewed 08/16 Tioga Co. Personnel & Civil Service

***PUBLIC OFFICER, no term**

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position responsible for overseeing, coordinating, and directing the staff, operation, and activities of the County Jail on a daily basis. A Corrections Lieutenant functions as the facility administrator to insure compliance with facility operating rules and regulations. The work is performed under the direct supervision of the Operations Captain and general supervision of the Sheriff and/or Undersheriff with considerable leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over all other correctional staff employed at the jail. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises, directs, and evaluates the work of subordinate correctional staff;
- Coordinates and directs the scheduling and utilization of departmental personnel;
- Supervises, coordinates, and participates in the training of correctional staff;
- Interprets federal, state, and local rules and regulations governing the operation of the jail and ensures compliance with the same;
- Participates in the development and implementation of operating procedures for the jail;
- Assists in maintaining the overall security of the jail and implements policies and procedures to ensure the maintenance of adequate security;
- Coordinates established programs and activities for inmates such as mental health services educational activities, recreational activities, medical services, and religious services;
- Coordinates arrangements for the housing of inmates in other correctional facilities and the transportation of inmates to other facilities;
- Coordinates preparation, compilation, and maintenance of a variety of administrative records and reports;
- Enforces rules and regulations governing personnel and staff;
- Assists in employee selection and coordinates appropriate training.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of federal, state, and local rules and regulations governing the operation of a county jail; Thorough knowledge of the policies and operating procedures of the local jail; Thorough knowledge of the methods, practices and techniques used in the care and supervision of incarcerated individuals and the maintenance of discipline in a correctional facility; Thorough knowledge of the principles, practices, and techniques used in maintaining jail security; ability to supervise, direct, and train subordinates staff; Ability to understand and interpret complex written material; Ability to prepare complex narrative and statistical reports; Ability to function effectively in high stress situations; Possession of good judgment, alertness, integrity, initiative, and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

Candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in Tioga County and must have served continuously in the competitive class on a permanent basis for eighteen (18) months immediately preceding the date of the written test as a Corrections Sergeant.