



CITY OF UNALASKA
Position Description

Job Class: Non-Exempt	Job Title: Corrections Officer
Supervisor: Corrections Sergeant	Department: Public Safety
Wage Grade: 9	Full Time/Part Time: Full-Time
Probationary Period: 1 year	Union: PSEA
DEPARTMENT REVIEW	
Submitted By 	Date: 2/28/14
Reviewed By: 	Date: 2/28/14
HR Approval: Kelly Stiles	Date: 3/17/2014

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and extensive reference/background investigation. Job related tests may be required.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **February 28, 2014**

Corrections Officer

2/28/2014

Page 1 of 6

What is the overall purpose and objective of this position (why does this position exist)?
To maintain the health and security of inmates and staff. To insure that all individuals held in Unalaska Jail either on criminal charges or protective custody receive those rights and care mandated by state and federal law.

Explain the level of supervision received: **Receives direct supervision from the Corrections Sergeant, Deputy Chief, and at times the on duty Police Sergeant.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. **To maintain health and security of inmates, general inmate care: showers, meals, medical, court, visits, etc.**
2. **Record keeping, proper written records of inmates and activities.**
3. **Jail cleaning, laundry, maintenance, shopping for supplies and groceries.**
4. **Clerical duties; filing, making forms, report writing, fingerprinting for public, billing, court documents, bail money.**
5. **Special projects as assigned (painting, etc.)**

Does this position have access to confidential information? Yes **X** No ____ If yes, please provide detail. **Computer access to police information is routinely accessed. All inmate records are confidential. Corrections officers have access to police files.**

Does this position have access to or handle City funds? Yes **X** No ____ if yes, please provide detail. **Staff makes purchases for supplies through purchase order system on a weekly basis.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes **X** No ____ If yes, please explain. **Must be able to articulate clearly to prisoners, attorneys, and officers of the court.**

What are the minimum qualifications necessary for this position?

- ✓ **High school diploma or GED equivalent.**
- ✓ **Must be at least 21 years of age.**
- ✓ **Ability to obtains Basic Municipal Corrections Officer Certification within one year of hire**
- ✓ **Valid Alaska Driver's License**

What are the preferred qualifications for this position?

- ✓ **Minimum one year of experience in position requiring public contact.**
- ✓ **Bilingual**
- ✓ **College Degree**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- ✓ **The ability to read and write fluently in English.**
- ✓ **Ability to maintain confidentiality and security.**
- ✓ **Ability to work effectively with the public in a courteous, efficient, and professional manner.**
- ✓ **Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.**
- ✓ **Ability to establish and maintain productive working relationships with City of Unalaska staff, the public, vendors and agencies.**
- ✓ **Strong written and oral communication skills, problem-solving skills, and interpersonal skills.**
- ✓ **Ability to work under pressure, maintain professionalism while under pressure, manage simultaneous tasks and projects, and to meet multiple deadlines.**
- ✓ **Ability to learn rules, regulations, policies, procedures, and terminology used in corrections settings.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- ✓ **Working knowledge of computers in a Windows environment.**
- ✓ **Basic knowledge of hand tools, and kitchen appliances.**
- ✓ **Keyboarding**
- ✓ **Basic mathematic skills**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	*
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:
Dealing with volatile persons creates unpredictable and dangerous situations. Must be able to analyze multiple situations quickly and react appropriately. Must be able to deal with people who are under various types of emotional or physical stress. Must be able to use/apply physical restraints. Work with a diverse population group. Must be able to communicate with inmates, classify them for housing and security. Be able to apply soft restraints quickly and efficiently. Ability to evaluate and make decisions in emergency situations. Make accurate observations to complete narrative reports, and to prevent introduction of contraband items.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **No misdemeanor convictions for the past three years. No domestic violence related misdemeanor convictions. Must pass physical, FBI background check. Must be at least 21 years of age. As a condition of employment, position will be required to successfully complete a drug test prior to beginning work. Subject to truth verification analysis and psychological testing prior to working.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **Must be certified by National Sheriffs Association, First Aid, CPR, and posses a valid Alaska Driver's License. Must have ability to obtain a basic municipal corrections officer certification through Alaska Police Standards Council within 12 months of hire. All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes **X** No _____ If yes, please explain: **Rotating 8 hour shifts. Must have ability to work with and show respect for fellow officers. Must be willing to work in confined area (no windows) communally shared. Can be subjected to extremely volatile or violent behavior. Possible exposure to bloodborne pathogens, TB, HIV, Hepatitis, other contagious diseases or parasites. Willing to work in environment that may include firearms and/or edged weapons. Use of non-deadly or deadly force dependant on situation. Emergency or non-traditional work hours may be necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply. Describe job responsibilities which require physical demands checked.

1. Strength			
a. Standing	X	50% of time	Booking, kitchen work, fingerprints.
Walking	X	40% of time	Cell checks, maintenance, shopping, cleaning.
Sitting	X	30% of time	Paperwork, computer, telephone
b. Lifting	X	30lbs.	Groceries, garbage, prisoner property.
Carrying	X	30lbs.	Groceries, jail supplies.
Pushing	X	10lbs.	Cell doors.
Pulling	X	10lbs.	Cell doors.
2. Climbing	X		Cell checks, maintenance
Balancing	X		Ladder when cleaning, storing groceries
3. Reaching	X		Cell checks, painting, cleaning cell.
Handling	X		Laundry duties, defrosting freezers.
4. Stooping	X		Lower cabinet, jail maintenance, painting.
Kneeling	X		
Crouching	X		Cleaning, fixing, lower cabinet.
Crawling	o		
5. Speaking	X		Inmates, employees, phones, public, court.
Hearing	X		See above, and all sounds from cell Block
6. Seeing	X		Contraband, observation of prisoners.
Depth Perception	o		
Color Vision	X		Booking, property

HISTORY SUMMARY

June 2004 – Removed incumbent, changed signature blocks, included “Selection Guidelines”, updated format.

July 2004 - Included age APSC age requirement.

June 2008 – Changed language regarding supervision to reflect change in department command structure i.e. elimination of Lieutenant Position and the absorption of that position’s supervisory duties by the Police First Sergeant.

February 2014 – Changed language regarding supervision to reflect departmental chain of command structure (Corrections Sergeant and Deputy Chief replace Lead Corrections Officer and First Sergeant). Updated minimum qualifications and preferred qualifications. Updated legal requirement language to reflect APSC requirements. Updated language for knowledge, skills and abilities for job. Updated language for technical skills.