



Corrections Corporal (2063)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 15

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to provide and maintain security, safety, care, and control of inmates, facility, and facility equipment at the Bulloch County Correctional Institute (BCCI). Incumbents in this classification supervise an assigned unit of Correctional Officers on an assigned shift.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Supervises and participates in ensuring the security and safety of the inmates: ensures that inmates are not injured by themselves or by other inmates; responds to alarms; conducts inmate and cell searches to remove contraband materials and weapons; and provides inmates with information regarding correctional facility operations and expectations.

Supervises and participates in monitoring and accounting for the inmates: conducts intake of inmates on arrival; monitors and ensures that all inmates are accounted for and are secured in their cells; conducts walkthroughs and body counts; and monitors the control towers and video surveillance system.

Supervises and participates in monitoring inmates' health status: monitors and conducts basic evaluations of health status; involves healthcare professionals as needed; and escorts or transports inmates to medical facilities following doctor or nurse recommendation.

Supervises and participates in transporting inmates to different locations: and transports or escorts inmates to different locations within the facility or to locations outside the facility.

Supervises and participates in ensuring the security and safety of facility staff and visitors: monitors visitor access to facilities and conducts searches for contraband materials; and escorts visitors within the facility.

Supervises and participates in the preparing and maintaining of logs of daily activities: fills-out inmate count sheets, tattoo logs, key counts, dorm rosters, disciplinary reports, check lists, and other documentation; updates information in computer; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Performs other related duties as required.

Minimum Qualifications

High School Diploma or GED required; supplemented by one year of experience as a Corrections Officer; a related field or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Basic Correctional Officer certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as, odors, human bites, violence, disease, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019