



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Sergeant – Corrections
Department: Sheriff's Office
FLSA Status: Non Exempt
Job Code: 2905, 2906, 2907
WC Code: 7720
Effective Date:
Last Revised: January 1, 2019
Pay Grade: NU18, NU19, NU20
Union: Non-Union (Supervisory)

SUMMARY

Serves as a supervisor in a detention facility involving supervision of security and operations of an assigned shift. The sergeant's position is first a deputy position, as outlined in the general orders with additional supervisory and administrative responsibilities. Requires the application of personnel management, organizational principles and a specialized knowledge in the areas of law enforcement methods, systems and procedures. Interpret, apply and supervise the application of modern police practices toward enforcement of federal, state and local laws and regulations. Tasks are governed by established rules, regulations, policies, procedures and statutes. Incumbent is responsible for the training, development, and supervision of assigned corporals, deputies and for ensuring all Sheriff's Office activities are performed efficiently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.) Under the general supervision of a higher ranking officer, the position:

- A. Supervise the activities of a unit, team or corrections shift; plan, direct and review the work of subordinate staff assigned to specialized units such as Transport and Court Security. Investigates and provides counsel in accordance with policies on personnel actions such as discipline, performance evaluations and promotions.
- B. Provide on-the-job training to assigned staff; inspect subordinate staff; correctional field areas to review deputies in the performance of duties; monitor staff and prepare performance evaluations; take appropriate action to correct performance deficiencies; recommend disciplinary actions and implement informal disciplinary actions. Has authority to receive and adjust grievances from lower classified employees
- C. Conduct general facility inspections to maintain effective operations and ensure security of the work site, including both traditional jail settings and open module areas; ensure that rules and regulations are being observed and that policies and procedures are being properly carried out.
- D. Protect and preserve crime scenes and evidence within the correctional facility

- E. Contact inmates when requested or needed and attempt to assist them in resolving problems relating to their incarceration.
- F. Arrange for and supervise transportation of inmates to court, medical facilities, and other agencies as required.
- G. Reviews and investigates all citizen complaints against section personnel. Supervises and assists in the investigation of complaints to determine whether a crime has been committed. Refers major complaints to the Sheriff's administration.
- H. Maintain shift schedule and determine specific work assignments; conduct briefings on assignments and convey key information; arrange for adequate staffing levels and equipment. Approves overtime, compensatory and vacation time requests from employees.
- I. Enforce all rules of the Sheriff's Office and ensure that subordinate staff comply with agency directives and procedures, particularly in the areas of harassment and discrimination; may conduct initial complaint interview.
- J. Facilitate the flow of information between unit members and the unit manager; evaluate, counsel and explain Division and Office policies; give advice and assistance in performing the police functions when necessary.
- K. Monitors the adherence to Office policies and procedures taking necessary action to ensure standards of the Office are maintained.
- L. Observes, supervises and instructs deputies in accepted methods of enforcing state laws, administrative rules, county ordinances, the prevention of crime in addition to the protection of life and property.
- M. Is accountable for the appearance, morale, public image and performance of subordinates.
- N. Researches and commits to written form, special projects assigned by the administration. May perform related duties, such as coordinating training or planning activities for the Division, conducting investigations, maintaining County firearms or other assignments or special projects.
- O. Maintains complete records of assigned shift activities and provides data with recommendations for consideration in budgetary, management, and contractual matters.
- P. Submits activity reports to the Office administration outlining the Section's activity as requested.
- Q. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Receives direction from assigned management staff. Exercises direct supervision over deputy sheriff's or other assigned subordinate staff. May provide technical direction to clerical or volunteer staff.

QUALIFICATIONS

Must possess a thorough knowledge and have experience in all phases of corrections and the ability to communicate that knowledge to assigned personnel. Requires the ability to supervise and train employees and to prepare comprehensive reports for assigned area of responsibility contributing to the total statistical base for the purposes of budgeting and management. Must have a thorough knowledge of modern supervisory practices and be able to administer those practices fairly and without prejudice.

PROMOTIONAL QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be to have three years of experience within the last five years as a Josephine County Deputy Sheriff.

EDUCATION AND EXPERIENCE

Bachelors degree from four year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

JOB IMPACT

Errors in judgment or irresponsible behavior may have a major impact on the financial situation of the Sheriff's Office, the civil rights of employees, as well as the public. Judgmental errors could become the basis for legal actions against the county and subject the incumbent to personal litigation.

JOB CONTACTS

The position generally has contact with other County departments, divisions, programs; state and federal agencies; community professionals; the public and the news media to receive or provide information. Frequent contacts are made with other County Departments, Divisions and Programs, other governmental agencies, outside agencies and the public.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to prioritize and organize assignments. Ability to write reports, business correspondence, and policy and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public. Ability to communicate with angry or hostile individuals. Ability to use sound judgment, make decisions quickly under stressful circumstances and respond appropriately to changing situations and priorities during a shift.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have basic deputy certificate from DPSST. Successful completion of DPSST Supervision Course and/or the Oregon State Sheriff's Association Command College within one year of promotion.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

This position works primarily in the field for patrol related duties. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, hostile customers, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 150lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>