



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Corrections Corporal</u> | NEW: <u>X</u> | REVISED: <u> </u> |
| (Please check one) | | |
| REPORTS TO: <u>Corrections Sergeant</u> | FLSA: <u>Non-Exempt</u> | DATE: <u>10/11</u> |
| DEPARTMENT: <u>Corrections</u> | JOB CODE: 201 | |

DEFINITIONS:

Assists the primary supervisor and in the primary supervisor’s absence, supervises and coordinates activities of jail staff.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Essential duties include reviewing disciplinary actions taken by officers, monitoring incarcerated individuals with 20/24 hours depleting. Ensures adherence to proper procedures of individual being processed into the detention facility. Monitors individuals release times, remains current on law enforcement issues, ensures proper paperwork is received upon receipt of arrested individuals, reviews, discusses and approves officer’s reports, enforces rules, regulations and policy and procedures to be executed by officers. Coordinates the transportation of inmates, contacts the on call judge or prosecutor regarding bonds and charges, commits inmates to mental facilities, performs inmate counts, performs floor checks and outside parameter checks, responds to medical emergencies, responds to inmates requests and grievances, performs cell searches, accepts and records bail and fine payments, issues receipts and arranges for release of inmates, accepts and monitors inmates personal property and money, ensures inmates receive meals and assists with their incentive programs, attends and coordinates supervisory and shift meetings, compiles and writes incident reports.

Supervisory responsibilities include supervising eight employees in the detention division, interviewing and training employees, planning, assigning and directing work, appraising performances, rewarding and overseeing discipline of employees, addressing complaints and resolving problems.

KNOWLEDGE AND SKILLS:

1. Ability to operate keyboard equipment.
2. Ability to meet strenuous physical demands of criminal justice officials.
3. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations, write reports, business correspondence and procedure manuals, effectively present information and respond to questions from groups of managers, clients and general public.
4. Basic mathematical skills preferred.
5. Ability to solve practical problems and deal with a variety of concrete variables in a situation where only limited standardization exists.
6. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

MINIMUM QUALIFICATIONS:

High school diploma, be 21 years of age or older and a clear criminal record (excluding traffic violations). In addition possess a minimum of three years of related experience.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)