

Shawnee County Position Description Corrections Specialist (JDC) (Various)

- 25% Safety and Security.** Performs daily inspections of departmental security devices such as doors, cameras, radios, telephones, interior/exterior motion detectors, fence gates and other security equipment. Provides transports as required. Performs and inspects inmate cells and modules for contraband. Ensures inmate accountability by conducting frequent head counts, reviewing inmate identification photos. Monitors the issuance of food utensils, pencils, razors, clippers and other grooming products. Maintains and monitors issued keys and other facility issued equipment. Frequently conducts and participates in facility shakedown for contraband control. Accesses door controls, camera and intercom systems to assist in efficient movement of inmates, staff and visitors. Monitors facility surveillance equipment as it pertains to the cameras, security monitors, facility interior and exterior door alarms, fire alarms, weather radio, infrared alarms, microwave alarms, map panels and other surveillance equipment. Provides and maintains front lobby security lockers for inmate visitor property. Verifies inmate visitor identification. Performs metal detection searches on visitors. Sorts and reviews incoming mail. Records and maintains the facility visitor information ledger. Submits maintenance requests and orders as required. Maintains and reviews the inmate board, rosters and inmate alerts for inmate accountability and proper housing.
- 10% Department Communication.** Responsible for the implementation of reports as it applies to inmate discipline, security breaches, incidents and other reports as required. Completes and maintains security checklist forms for supervisory review. Participates in the review and distribution of inmate requests and grievance forms. Inspects and maintains module bulletin boards to ensure departmental policies and procedures are accurate as it applies to medical services, programs and other module conduct requirements. Records, files and distributes correspondence for appropriate inmate master file documentation.
- 10% Emergencies.** Responds to emergencies such as violent inmates, fire, escape, inmate deaths, power failure, riots, inclement weather and other inmate disturbances as assigned. Provides medical care to injured inmates, maintains control of emergency scene and coordinates immediate emergency response. Monitors and participates in the relocation and evacuation of inmates as directed. Complies with all local, state and federal law, and departmental policy and procedure as it applies to the use of force. Assists in the efficient movement of inmates, staff and visitors as directed. Ensures proper documentation and videotaping of emergency incidents are accurately documented and activated. Coordinates outside agency response for emergencies.
- 5% Training and Hiring.** Participates in orientation, in-service, academy and other training as assigned. Participates in the review, development and implementation of departmental policy, procedure and meeting ACA accreditation. Participates on department interview hiring boards.
- 5% Public Relations.** Collaborates with outside disciplines such as court personnel, attorneys, JJA, KDHE, SRS, law enforcement agencies, federal agencies, County and Municipal departments and the general public as it applies to the monitoring and supervision of inmates. Provides various agencies with reports, statistics and other information to assist with the effective housing and release of inmates. Schedules and implements transport arrangements for inmates.
- 5% Departmental Support.** Responsible for a wide variety of assignments as directed. Provides rover duties. Inventories and monitors inmate clothing, property and program supplies. Reviews journal entries. Conducts local and national background checks through the NCIC system. Maintains the inmate master file. Interviews inmates as it applies to proper classification. Provides support to all facility departments as required.

**Shawnee County Position Description
Corrections Specialist (JDC) (Various)**

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The methods/procedures of operating a correctional facility.
- The attitudes, problems and behavior of criminal offenders.
- The criminal justice system.

Ability to:

- Think and act quickly during an emergency.
- Establish and maintain effective relationships with residents, other employees and the general public.
- Prepare written and oral reports.
- Communicate clearly and effectively, both orally and in writing, using the English language.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting			X		Around Moving Machinery		X		
ARMS					Carrying	X				Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting	X				Cramped Body Position		X		
Pushing/Pulling		X			Squatting	X				Sustained Positions			X	
Carrying		X			Turning			X		Noise Levels (Excessive)		X		
Throwing		X			LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying	X				Irregular Surfaces		X		
VOICE					Climbing	X				Moving Objects		X		
Talking				X	Jumping	X				In High Volume Traffic			X	
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting			X					X	

EQUIPMENT USED

Personal Computer
Printer
Telephone

Radios
Restraint Devices
Department Vehicles

Keys
Handgun (If Trained)
Capstun (If Trained)

**Shawnee County Position Description
Corrections Specialist (JDC) (Various)**

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Must be 21 years of age.

No felony convictions.

A minimum of: (A) three semester hours of college-level study in adolescent development, psychology or a related subject; (B) forty-five clock hours in documented training in child care or child development; OR (C) one year of experience as a child care worker or house parent in a facility serving youth of the same age.

Valid Driver's License.

The following language only applies to those positions in which driving a County owned vehicle is considered an essential function of the position (i.e. Supervisors, Maintenance, Court Transport and Auxiliary Transport, Corrections Emergency Response Team, and Training) - Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a physical agility test, background investigation, polygraph test, pre-employment physical/drug screen and a review of driving record.

Required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 02/03
Revision History: 10/14