

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SHERIFF CORRECTIONAL SERGEANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform Correctional work and provide supervision to assigned shifts within any detention facility operated or controlled by the Sheriff's Office.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Prepares payroll for assigned employees; prepares and reviews time sheets and schedules for employees; conducts roll call of employees present for work, approves leave time.

Coordinates and assists in the training of employees, provides instruction on safety procedures and departmental policies and procedures; schedules training times; administers agility testing.

Secures inmates in holding cells or jails; oversees the processing of inmates into jail including booking and ID preparation; arranges and performs interstate extradition; supervises and assists in the bonding and release of prisoners; manages inmate control and movement; conducts shakedowns and searches for contraband; responds to inmate disturbances; follows the case status of inmates.

Supervises the safekeeping of inmate property/possessions, ledgers/accounts for inmates' money, cash drawers/boxes used for bond and other fees, check processing, and petty cash.

Within the scope of corrections, assists in: investigations of crimes; searches of homes and buildings for escaped inmates; evidence collection; securing crime scenes; testifies in court; surveillance; interviews of witnesses and suspects.

Maintains security for various facilities including jail and other property located in the County; monitors alarms.

Completes and reviews various reports and documents such as booking reports, personal property lists, duty rosters, productivity reports, shift activity reports, accident reports, citizen complaint documents, court documents, affidavits, etc.; maintains files and makes copies as necessary.

Enters various data into the computer system; checks criminal backgrounds and histories; enters and obtains information using the GCIC and NCIC databases.

Clayton County, Georgia ~ Sheriff Correctional Sergeant

Answers telephone calls and assists citizens with inquiries; responds to citizen complaints concerning personnel.

Attend staff meetings and other meetings as required.

ADDITIONAL FUNCTIONS

Inventories equipment locker; inspects equipment and uniforms of assigned employees.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in Corrections or Basic Law Enforcement; supplemented by two (2) years previous experience and/or training within the Sheriff's Office that includes law enforcement/corrections; should hold the rank of Sheriff Correctional Officer, Deputy Sheriff Senior or Master Deputy Sheriff with least one (1) year in grade with satisfactory completion of probationary period; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a Georgia driver's license. Must possess and maintain valid firearms and Correctional Officer certifications.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 160 pounds).

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

Environmental Factors: Tasks may require exposure to temperature/weather extremes, strong odors/fumes, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animal/wildlife, disease/blood/bodily fluids/pathogenic substances, explosives, violence, bright/dim light, noise, vibrations, machinery, traffic hazards.

Clayton County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.