



WORKING TITLE: CORRECTIONS DEPUTY - RESERVE	CLASSIFICATION: CORRECTIONS DEPUTY - RESERVE
DEPARTMENT: SHERIFF	DIVISION: SHERIFF
PAY RANGE: VARIES - DOE	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: APRIL 2016

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs work in the care and custody of adult prisoners in the Yamhill County Detention Facility.

SUPERVISION RECEIVED:

Works under the supervision of either a Corrections Sergeant or Corrections Captain, on occasion may receive direction from another member of the administration. There may be times when the officer is required to work without direct supervision.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this classification.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Maintains custody, safety, security, and sanitation of prisoners confined in the correctional facility.
- Prepares written documents pertaining to inmate activities, population counts, and other informational data.
- Controls public movement within the correctional facility.
- Escorts and transports prisoners within the facility to other agencies and any other appointments as necessary.
- Coordinates all prisoner transports with patrol division when necessary.
- Performs other related tasks as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Modern policies, procedures, and techniques for the custody, care, and transportation of prisoners.
- Applicable laws and ordinances, particularly those that pertain to jail standards.
- Fingerprinting, photographic, and video monitoring equipment.

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- Use of restraints and firearms.
- Basic computer skills.

SKILL IN:

- First Aid and CPR.
- Using restraints and firearms.
- Using photographic, electronic fingerprinting, and video monitoring equipment.
- Interacting effectively and professionally with co-workers, inmates, and the public, including combative or violent individuals.

ABILITY TO:

- Communicate effectively orally and in writing.
- Function appropriately in stressful and volatile situations.
- Comprehend and interpret laws, rules, regulations, and directives.
- Maintain order and supervise the conduct of prisoners.
- Exercise mature judgement and react professionally and effectively in emergency and/or stressful situations.
- Establish and maintain effective working relationships with other staff, other agencies, and the general public.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Must be a United States citizen at least 21 years of age and have a high school diploma/GED. Must also possess a valid Oregon driver's license and be of good moral character.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Will be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a courthouse environment. The noise level in the work environment is typical of that of an office. Incumbent will have daily contact with potentially violent persons and will encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office/courtroom environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to

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successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.