

Job Description

Job Title: Corrections Supervisor I

Job Code: 905110

Job Family: Public Safety

Pay Grade: 16.15

FLSA: Non-exempt

EEO: Para-professional

Department/Agency: Countywide

Position Number(s): Multiple

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Supervises assigned personnel and team members; communicates policies, procedures, rules and regulations to assigned staff; ensures that Officers adhere to departmental rules and regulations; assigns tasks and functions; ensures that Officers have and properly use their equipment; reviews reports and write-ups submitted by Officers for accuracy before filing or submitting to supervisor; completes performance appraisals on assigned personnel and team members; gathers information, reviews information and documents incidents used for disciplinary actions; assists in the training and development of staff by counseling them on the proper methods of dealing with clients in order to prevent or resolve problems using evidence based practices.
- Performs administrative duties; conducts, verifies, and/or assists in daily resident population counts, documents and takes action on discrepancies; conducts or verifies the daily inspection for cleanliness and damage; follows procedures required to initiate the correction of substandard conditions by completing work orders for needed repairs or replacements; directs personnel to complete cleaning duties; attends or conducts daily shift conferences concerned with keeping personnel informed about the status of the facility, personnel, and clients; keeps required records; briefs successor at change of shift; writes reports on resident incidents, lock downs, investigations, and repair requests; documents staff growth and development; may serve on resident disciplinary committee.
- Performs functions deriving from resident supervision; evaluates resident disciplinary problems after obtaining information from Officers; orders disciplinary action; ensures that the order is implemented; completes the accompanying documentation; supervises resident searches for contraband according to established procedures; assists officers during de-escalation interventions; directs and/or assists Officers during emergency or Officer assistance crises, evaluates the situation and coordinates the necessary action.

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- In conjunction with departmental training staff, ensures training and development of staff; participates in the development, implementation, and presentation of In-Service training for staff; reviews new-hire checklists and identifies staff training needs and progress; directly provides mentoring, coaching and counseling to staff; identifies potential problems and their impact on staff morale.
- Responds immediately and directs staff during emergencies as directed by emergency procedure guidelines; provides leadership and supervision as incident command; dons protective equipment; restrains or restricts the actions of combative or disruptive clients using only necessary force; summons assistance from backup personnel; administers first aid or CPR; conducts follow-up and critical analysis of incidents.
- Ensures compliance with state and federal laws and regulations; takes initiative to propose new policies and revisions to policies

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Associate's degree in Criminal Justice, Psychology, Sociology, Human Development or related field; three (3) years equivalent Corrections officer I/IA experience; successfully pass a criminal history check; and possess a valid driver's license.

Applicant must submit to and pass a pre-employment, post-offer drug screen and pass a physical ability test prior to employment.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degree in Criminal Justice, Psychology, Sociology, Human Development or related field with two (2) years equivalent Corrections officer II experience.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking: 60%

Exposure to extreme temperatures.

Lifting: Successful completion of physical ability test which includes dragging up to 125 pounds and lifting 50 lbs.

On call/stand-by work required.

Shift work

Safety-sensitive job

Weather essential job for Department and County

Uniform required

Successful completion of physical ability test which includes dragging up to one hundred twenty five (125) pounds, lifting fifty (50) pounds, patting down residents, responding to emergency calls, and donning protective equipment or performing CPR (location dependent).