

**Shawnee County
Department of Corrections**

**Corrections Specialists
Adult/Juvenile**

**2010 Hiring
Information/Process**

Applicants will be considered for either Adult or Juvenile openings depending on experience/education/qualifications. If you want to be considered for a specific division, please indicate by writing it on the application.

DEPARTMENT: ADULT DETENTION CENTER

APPLICATION DEADLINE: UNTIL FILLED

POSITION TITLE: CORRECTIONS SPECIALIST

RECRUITMENT NO: 400

STARTING WAGE: \$12.87 Per Hour (Range 605-Starts @ Step 1-\$12.87-Tops Out @ Step 21-\$22.13)

DEFINITION:

Under general supervision, this position supervises and controls the activities of correction center inmates. Directly monitors the activities of inmates, processes inmates in and out of the facility, provides low-level counseling to inmates, transports inmates to and from court proceedings, sorts and processes inmate mail/requests, and prepares and maintains reports as it applies to the supervision of the inmates. Participates in the inspection of the inmate master file and other classification related activities as it applies to housing assignments and disciplinary sanctions. Provides effective programs and services to the inmate population, and assists with crisis intervention. Corrections Specialists shall perform a variety of duties including assignments within the Classification, Booking, Court Transport, Programs, Front Desk, Training and Lawn Crew units. This position is 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. Performs other duties as required. This position is supervised by the Corrections Unit Supervisor.

EXAMPLE OF DUTIES:

40% Supervision of inmates: Directs, monitors and inspects the activities of the inmate population in and out of the housing units. Performs and monitors processing functions such as photo and fingerprinting of inmates. Participates in the intake functions such as pat downs, collection of property, collection of money and processing incoming and outgoing inmates. Ensures inmate handbook and facility rules and regulations are enforced. Maintains a detailed module logbook for documentation of inmate movement, incidents and activities. Provides low-level counseling to inmates and provides intervention to inmates in crisis. Participates and monitors weekly clothing exchange, commissary and library programs. Maintains daily hygiene needs for inmates, monitors meals, razor issuance and module radio. Monitors, escorts and transports inmates to and from programs, housing units, medical/hospital examinations, court-ordered passes, inmate trials and other scheduled appointments. Prepares and implements bonding, court and release paperwork. Frequently schedules and monitors inmate phone, visitation and other special inmate visits. Provides close observation of identified inmates such as Special Housing, close observation and suicide watch inmates. Monitors and directs inmate work crews. Directly supervises inmate programs, trustee inmates, medical clinics, conducts first appearance hearings and other electronic court proceedings.

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 armed transports as required. Performs and inspects inmate cells and modules for contraband. Ensures inmate accountability by conducting frequent head counts, reviewing inmate identification bracelets and photos. Monitors the issuance of food utensils, razors, clippers, and other grooming products. Maintains and monitors issued keys and other facility issued equipment. Frequently conducts and participates in facility shakedowns 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 and records. 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. Provides bonding program and accounting information to inmates as requested. Inspects and maintains module bulletin boards to ensure departmental policies and procedures are accurate as it applies to medical services, bonding, bondsmen, programs, trustee and other module conduct requirements. Records and distributes court slips 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. In the case of a proven emergency, Corrections Specialists are required to report to work as assigned.

5% Training & 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, 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 varies agencies with reports, statistics and other information to assist with the effective housing and release of inmates. Schedules and implements transport arrangements for inmates. Frequently corresponds with community-based organizations as it applies to the scheduling and implementation of volunteer services. Provides information to the public via telephone.

5% Departmental Support: Responsible for a wide variety of assignments as directed. Participates in the scheduling of special program events for inmates. Provides rover duties. Inventories and monitors inmate clothing, property and program supplies. Calculates inmate incarceration time. Reviews journal entries. Coordinates inmate statistics. Conducts local and national background checks through the NCIC system. Monitors work release inmate work schedules and payroll. Maintains the inmate master file. Interviews inmates as it applies to proper classification. Provides support to all facility departments as required.

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.

MINIMUM QUALIFICATIONS:

High School Diploma or GED Certificate. Must be 21 years of age. No felony convictions. Valid Driver's License, driving record and able to operate a County-owned vehicle (HR-2005-7). Driving record cannot have any of the following: No misdemeanor or felony convictions for traffic or vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; Have no more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old. If you are applying from out of state or have recently moved to Kansas, you will have 90 days from the date of hire to provide a photocopy of your Kansas Driver's License to the supervisor in your department. *Proof of the listed minimum qualifications (i.e., HS Diploma, GED Certificate, Driver's License, other licenses, etc.) may be required at any time during the recruitment/interview process.*

PREFERRED QUALIFICATIONS:

Prefer post-secondary education in Criminal Justice/Psychology/Behavioral Sciences fields and/or work experience within the criminal justice and/or law enforcement field.

SPECIAL REQUIREMENTS:

Must pass a physical agility test. After a conditional offer of employment, applicant must pass a background investigation, polygraph test, a 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.

DEPARTMENT: JUVENILE DETENTION CENTER

APPLICATION DEADLINE: UNTIL FILLED

POSITION TITLE: CORRECTIONS SPECIALIST

RECRUITMENT NO: 400

STARTING WAGE: \$12.87 Per Hour (Range 605-Starts @ Step 1-\$12.87-Tops Out @ Step 21-\$22.13)

DEFINITION:

Under general supervision, this position supervises and controls the activities of correction center inmates. Directly monitors the activities of inmates, processes inmates in and out of the facility, provides low-level counseling to inmates, transports inmates to and from court proceedings, sorts and processes inmate mail/requests, and prepares and maintains reports as it applies to the supervision of the inmates. Participates in the inspection of the inmate master file and other classification related activities as it applies to housing assignments and disciplinary sanctions. Provides effective programs and services to the inmate population, and assists with crisis intervention. Corrections Specialists shall perform a variety of duties including assignments within the Classification, Booking, Court Transport, Front Desk, Training and Sanction House units. This position is 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. Performs other duties as required. This position is supervised by the Corrections Unit Supervisor.

EXAMPLE OF DUTIES:

40% Supervision of Inmates: Directs, monitors and inspects the activities of the inmate population in and out of the housing units. Performs and monitors processing functions such as photo and fingerprinting of inmates. Participates in the intake functions such as pat downs, collection of property, collection of money and processing incoming and outgoing inmates. Ensures inmate handbook and facility rules and regulations are enforced. Maintains a detailed module logbook for documentation of inmate movement, incidents and activities. Provides low-level counseling to inmates and provides intervention to inmates in crisis. Participates and monitors weekly clothing exchange, commissary and library programs. Maintains daily hygiene needs for inmates, monitors meals, razor issuance and module radio. Monitors, escorts and transports inmates to and from programs, housing units, medical/hospital examinations, court proceedings and other scheduled appointments. Prepares and implements bonding, court and release paperwork. Frequently schedules and monitors inmate phone, visitation and other special inmate visits. Provides close observation to identified inmates such as Aggressive Behavior and suicide precaution inmates. Monitors and directs Sanction House work crew. Directly supervises inmate programs, medical clinics, conducts first appearance hearings and other electronic court proceedings.

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.

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.

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, driving record and able to operate a County-owned vehicle (HR-2005-7). Driving record cannot have any of the following: No misdemeanor or felony convictions for traffic or vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; Have no more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old. If you are applying from out of state or have recently moved to Kansas, you will have 90 days from the date of hire to provide a photocopy of your Kansas Driver's License to the supervisor in your department. *Proof of the listed minimum qualifications (i.e., HS Diploma, GED Certificate, Driver's License, other licenses, etc.) may be required at any time during the recruitment/interview process.*

PREFERRED QUALIFICATIONS:

Prefer post-secondary education in Criminal Justice/Psychology/Behavioral Sciences fields and/or work experience within the criminal justice and/or law enforcement field.

SPECIAL REQUIREMENTS:

Must pass a physical agility test. After a conditional offer of employment, applicant must pass a background investigation, polygraph test, a 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.