

STPSO
Job Description

Job Title: Corrections Deputy
Department: Corrections
Reports To: Shift Corporal
FLSA Status: Non-exempt
Prepared Date : 10/18/2010
Update : 07/03/2018
Salary Range: \$27,848 - \$35,261

SUMMARY – Guards prisoners at the Jail, assuming responsibility for all needs of prisoners in their care, custody and control during detention by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Receives and processes all new inmates.

Maintain jail records during his/her shift.

Conducts a head count at the start and end of his/her shift and documents in proper location. Makes a periodic check of all inmates.

Reports any damage of jail property to Corporal.

Fills out and delivers all disciplinary reports and grievances to the Corporal.

Reviews the jail log and disciplinary reports to update him/her on the activities in this facility.

Conducts shakedown inspections as needed. Make periodic searches of inmates as needed.

Supervises the cleaning of all areas of the Jail.

Provides inmates with the basics to practice personal hygiene.

Supervises inmates activates and visiting.

Searches all inmates entering and leaving the jail.

Record inmates needs and delivers them to the Lieutenant.

Advises Rank of any inmate security and discipline Classifications.

Controls all public access to the Jail

Controls all inmates' movement with the security areas of the Jail.

Provides surveillance, via the video monitoring system, of all areas within and outside the Jail.

Keeps in communication with all correctional officers throughout the jail.

Control the jail key locker and maintains the key log.

Controls and monitors all emergency alert systems.

Control public/inmates visitation.

Controls all access to the jail prisoner's entrance.

SUPERVISORY RESPONSIBILITIES - There are no supervisory responsibilities in this position.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - High school diploma or general education degree (GED).

LANGUAGE SKILLS - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to prisoners and other employees of the organization.

MATHEMATICAL SKILLS - Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement.

REASONING ABILITY - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS - Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voter registration card); birth certificate (minimum age of 18 years); and Social Security Card.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, crawl or run. Must have the ability to lift and drag a minimum of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.