

**Please Post Conspicuously**

**OTSEGO COUNTY HAS THE FOLLOWING INTRADEPARTMENTAL VACANCY:**

**Sheriff's Department**  
***Correction Lieutenant***

**\$59,050 - \$73,812**

**DATED: April 11, 2024**

**LAST DAY FOR FILING: April 24, 2024**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves overseeing the care, custody and well being of inmates of a County Correctional facility as well as maintaining the security and safety of staff and property. A Correction Lieutenant functions as a facility supervisor to insure compliance with facility operating rules and regulations. A Correction Lieutenant is responsible to insure that Correction Sergeants and Officers properly staff all shifts and posts. An incumbent implements an on-the-job training program for subordinate staff to both orient new personnel and improve skills of existing staff. The work is performed under general direction with leeway allowed for exercise of independent judgment in carrying out details of the work. This class differs from that of Correction Sergeant by virtue of increased supervisory and facility security responsibilities. Supervision is exercised over the work of Correction Sergeants and Correction Officers. Does related work as required

**TYPICAL WORK ACTIVITIES:**

- Supervises facility operation by issuing orders and disseminating required information to subordinate correction staff to insure a secure facility at all times;
- Oversees and coordinates social, rehabilitation, educational and recreational activities and programs for facility inmates;
- Observes and supervises subordinate correctional staff in performance of their duties by making periodic rounds of the facility;
- Assigns facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;
- Performs employee appraisals on correction staff, reviews marginal employees and counsels them in an effort to improve performance;
- Adapts and develops new or revised practices for security, inmate custody and control in response to changing situations in the facility by evaluation of problems by on-site inspection and consultation with employees;
- Assists in formulating facility procedures for control of contraband and orders searches as required;
- Oversees the safe and secure transport of inmates from a county facility to State correctional institutions;
- Assists in developing security plans for the facility including access, issuance and use of keys, weapons and other equipment;
- Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios and equipment;
- Prepares a variety of records and reports related to the work.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES:** Through knowledge of the rules, regulations and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and department employees; through knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of the problems of correction facility inmate supervision; good knowledge of search and frisk methods; good knowledge of the proper function of correction facility security equipment, devices and safe use of chemical restraining agents; good knowledge of the use of defensive and restraining physical techniques; good knowledge of human behavior in relation to correction facility inmates; good knowledge of the principles and practices of supervision; ability to plan for and train subordinate correction staff in work situations; ability to read, understand and interpret reports, rules and regulations governing the operation of a correction facility; ability to take charge and determine appropriate

action in emergency situations; sound judgment; physical condition commensurate with the demands of the position.

**PROMOTIONAL QUALIFICATIONS:** Two (2) years of Permanent Status as a Correction Sergeant in Otsego County.

**MINIMUM QUALIFICATIONS:** One (1) year of experience as a Correction Sergeant and two (2) years of experience as a Correction Officer in Otsego County.

**SPECIAL REQUIREMENTS:**

1. Possession of an appropriate level New York State driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.
2. Incumbents in this position are required to reside within the County of Otsego or a contiguous county to Otsego County at all times during their employment in this title pursuant to Otsego County Local Law No 6 of 2018.

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)