

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Correctional Facility

Correction Sergeant

\$55,292 - \$69,115

DATED: March 25, 2025

LAST DAY FOR FILING: April 7, 2025

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the booking of inmates and for insuring the enforcement of rules and regulations governing security, conduct, discipline, safety and the general well being of inmates and staff in the County Correctional Facility. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. This position differs from that of Correction Officer by virtue of increased level of responsibility and supervisory responsibilities. Supervision is exercised over the work of an assigned group of Correction Officers. Direct supervision is received from a Correction Lieutenant with leeway allowed making independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises Correction Officers on a shift by making post assignments, advising and instructing on specific activities, insuring adherence to rules and regulations, and determining appropriate action as required by facility policies;
- Oversees periodic inmate counts to insure there have been no unauthorized absences or escapes;
- Maintains shift security in the facility by conducting shift briefings, making periodic inspection tours, observing inmate behavior, checking mechanical locking systems and operation of equipment, investigating disruptive incidents and taking necessary remedial action;
- Trains Correction Officers by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements;
- Schedules facility personnel to insure adequate coverage;
- Oversees the supervision of inmates during meals, visitation hours and recreation and insures contraband is not passed;
- Arranges for inmates to visit doctor, dentist or hospital and provides for security measures during transportation and while out of the facility;
- Resolves conflicts between facility employees and inmates;
- Supervises administration of prescribed medication to inmates to insure that it is properly taken;
- Takes direct charge of a cell tier when serious inmate disturbances take place, including fights;
- Supervises the booking of new inmates including taking fingerprints, photographing, searching and having inmates showered and sprayed for parasites;
- Supervises the procedures involved in releasing inmates;
- Discusses facility rules, regulations and personal problems with inmates in order to explain the rationale behind actions taken and in maintaining essential services;
- Operates a variety of equipment, including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
- Evaluates Correction Officer performance by reviewing records, reports and personal observation and conferences;
- Prepares a variety of records and reports related to work.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees; good knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of search and frisk methods; good knowledge of booking procedures and computer operations; good knowledge of the proper function of correction facility security equipment, devices and safe use of chemical restraining agents; good knowledge of human behavior in relation to correction facility inmates; good knowledge of the principles and practices of supervision; working knowledge of first aid procedures; ability to observe, interpret and report on inmate activity; ability to verbally communicate rules and regulations of the facility to staff and inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations; ability to prepare records and reports; ability to read and understand written materials; sound judgment; physical condition commensurate with the demands of the position.

PROMOTIONAL QUALIFICATIONS: One (1) year permanent, competitive status as a Correction Officer in the Otsego County Correctional Facility.

MINIMUM QUALIFICATIONS: Three (3) years experience as a Correction Officer in a correctional facility.

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.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov